

SCHEDULE 3

Regulation 18

RECORDS TO BE MAINTAINED

1. The name, address and telephone number of the registered person, the responsible individual and every other person living, working or employed on the relevant premises.
2. The name, home address and telephone number of any other person who will regularly be in unsupervised contact with the relevant children.
3. The name, home address, date of birth and sex of each relevant child.
4. In respect of each relevant child, the name, address and telephone number of a parent.
5. In respect of each relevant child, the name and address of the registered medical practitioner with whom the child is registered.
6. A daily record of the names of the relevant children, their hours of attendance and the names of the persons who looked after them.
7. A record of accidents, serious illness and other significant events occurring on the relevant premises which affected the welfare of relevant children.
8. A record of any medicinal product administered to a relevant child on the relevant premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself or herself, together with a record of a parent's consent.
9. Any special dietary or health needs or allergy of any relevant child.
10. A statement of the procedure to be followed in the event of a fire or accident.
11. A statement of the procedure to be followed where a parent has a complaint about the service provided by the registered person.
12. A statement of the arrangements in place for the protection of relevant children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect.
13. A statement of the procedure to be followed in the event of a relevant child being lost or not collected.