



Guidance notes for parent sign off of data form

When you start at the nursery, our registration process starts with completing a Data Form and a New Starter Questionnaire. We have created the following additional information to help you complete the Data Form and to give more of an explanation of what we are asking for and why.

The information is collected either to help us comply with our legal obligations, to start to understand if your child has any conditions that we need to know about or to help us deal with an emergency. Consequently, some of this can feel a bit scary, as it paints a worst case scenario.

You can check the information and update it at any point after then by using the Parent Portal. We also remind you to check it is still up to date by asking you to check the form over at the start of each term.

The form is created electronically based on answers that other families have given in the nursery. As a result you might find that you want to tell us something that you don't have a box to tick. If this is the case, please use a covering e-mail to tell us about it, or write on the bottom of the form. We will then add it onto the system and it will appear next time you check the form over.

The data from this form is then put into our management system and you can see this on the Parent Portal. It is critical for your child that it is correct at all times, as many forms and sheets are printed out from the information held here.

It is vital that you regularly check the information we hold on your child on this data form. This is true even if you feel you have previously given us these details in writing or in a meeting. This is a critical part of our checking process to help to ensure your child's records are correct. Many reports are issued from the data stored here and decisions are made as a consequence.

If you need any additional help, we are happy to be of further assistance.

Section 1 – Primary Contact Details

The assumption is that the primary care giver is the person completing the form; we hope most of this information is self explanatory. Please also make sure that you have given your most up to date **e-mail** and **mobile number**.

Security password is for your emergency pick-ups that don't collect regularly, they would still need to be an authorised pick-up and therefore be able to give the password when asked. Please see section 3 below for more information on emergency pick-ups.

Section 2 – Child details

We ask for your doctor's details, in case we have to contact the emergency services for any reason and you are not present.

Section 3 - Other Contacts

Here we are asking for other people's details other than your own. It is important to have a backup plan in any situation and this is what we are asking for here. It might be that your child needs to go home because they are unwell or have had an accident and you are out of the area, or not contactable on your mobile. It might be that you are stuck in traffic and can't get to the nursery before 6pm. In both of these instances it is good to have someone nearby, a friend, neighbour, relative or

work colleague, who is available during the day to come to the nursery. Often one plan does not work out so we have asked you for more than one emergency contact.

Please pick someone local to the nursery, who you trust to take responsibility if you need them to. We are asking if they can be an **emergency contact**. This is where, after we have tried and failed to contact you, we try them and ask for their urgent approval for something, e.g. giving infant paracetamol if a temperature is too high or to say we are calling an ambulance.

When choosing an emergency contact, it is important to consider the following factors:

- Are they contactable
- Are they mobile (ie have access to a car)
- Are they physically able to care for your child

Pick up, is if you can't get to the nursery before the end of your child's session. **Bill Payer** is in case you are not paying the bill and we know who to address the invoice to. We also need photos of all the people who have permission to collect your child, including you! Please e-mail them before your first pre-visit.

Section 4 – Personal Details

We ask for **Hair Colour** and **Eye Colour**, so we have an up-to-date description of your child if we have to issue it to the police if they are lost or missing. We always maintain close and alert supervision of all children at all times. If we ever discover a child to be missing, the following contacts would be made immediately: 1) The police, 2) The child's parents 3) The directors and 4) OFSTED.

We ask about **Nationality, Language and Religion** so we can incorporate them into our daily life at the nursery. We ask about your child's **ethnicity**, so we can celebrate what makes each of us different, as part of our statutory requirements.

Section 5 - Other Details

Medical, please tell us if your child is being treated, or has been treated, for anything that we need to know about at nursery. This is just as important once you are at nursery, as new things may emerge or come to light. We may ask you for a **doctor's letter**, so we can understand the diagnosis more. Once we are aware of a current diagnosis we will ask to meet you, so we can complete a risk assessment for your child and make a care plan together. This is then all reviewed at your termly meeting with your key person and the nursery manager.

Allergies (or intolerances), please tell us of any allergies or intolerances your child has. **We will ask you for a doctor's letter for these, either from your GP or allergy clinic (rather than a homeopath)**. In this instance we will also have a care plan / risk assessment meeting as above. Please bring along the doctors letter to this meeting, and any previous correspondence you have had with your health professional. This letter should confirm the allergy or intolerance and share any management plans. If you are starting at nursery, we ask you to have this before any pre-visits can be arranged. Therefore, if an allergy is suspected, please get it diagnosed immediately. We know it can take a couple of days to turn this kind of thing around, so we allow two weeks. After that time, we will re categorise it as a preference diet with no medical condition attached.

Permissions

Permissions – (a) Administration of prescription medicines, we ask you to tell us about any medicines your child needs and that you let us know of any changes to a prescription immediately. Please do this in the booking process, during pre-visits, daily handovers and at a termly parents' evening.

We ask that if medication is required that you give this at home as much as possible e.g. if it is needed twice a day this is given by you in the morning and evening. **When giving us consent to administration of prescription medication you are signing to say you will follow our policy. You will need to complete paperwork each time you bring the medication into nursery.**

Permissions - Administration of emergency infant paracetamol, we will only administer one dose of infant paracetamol, if we record a child's temperature above 38.5°C, alongside stripping them down and tepid sponging. This is to reduce the risk of febrile convulsions.

This can only be administered if we have gained prior written consent and then ideally verbal consent on the telephone at the time. We ask you to ensure your emergency contacts are able to make this decision too. You will be asked to collect your child in the same conversation.

If we are unable to contact you or your emergency contacts and your child's temperature is above 38.5°C, and you have given prior written permission to administer emergency infant paracetamol, we will give the one dose and call an ambulance. Please do keep your telephone on, so we can call you if we have to.

If you authorise emergency administration of infant paracetamol you are confirming that your child has already had two doses of infant paracetamol at home and suffered no adverse reaction and that you will notify the nursery if you have given infant paracetamol at home before they have come into nursery.

When giving us consent to administer paracetamol in an emergency, you are confirming you will follow the policy above and specify the amount you would like your child to be given.

(b) 2.5ml - Emergency administration of infant paracetamol – this is if your child is under 12 months.

Or

(c) 5ml - Emergency administration of infant paracetamol – this is if your child is over 12 months.

Or

(d) 2.5ml under 1 year and 5ml once they have had their first birthday

Please ONLY tick one infant paracetamol permission.

Permissions - Nappy cream, we provide nappy cream at nursery and are happy to provide the one you use at home, so long as it is a relatively inert, preventative cream, rather than a treatment end of the scale (Metanium) and is easily available. We have separated our **(e)** sudocrem, as it is the popular choice or **(f)** any other cream.

Permissions – (g) Skin preparations, please specify if your child has any regular skin creams. If they do, please let us know what they are and why your child uses them.

Permissions – (h) Nursery sun cream, We are happy to provide branded sun cream and use this in the summer months alongside hats and encouraging the children to play in the shade. By ticking this you are confirming you are happy for us to apply sun cream to your child and that you do not know of any adverse reaction. If you would prefer to supply your child with their **(i)own sun cream**, please tick this and bring it in the Spring.

Permissions – (j) Key person observations by ticking this box, you are confirming you are happy for your child to be observed by us at nursery. Observations are written or photographic and are critical in understanding a child's development and behaviour, they are always available for you to look at.

Permissions – (k) Student observations, we are proud to be able to support work alongside our local colleges and so sometimes we have students with us. As part of their learning and development, they need to undertake observations of the children. This information will be taken out of the nursery and shared with their college tutor and so the information is anonymised by using the child's initials. By ticking this box, you are confirming you are happy for your child to be observed by any childcare students.

Permissions - Photos

Permissions – (l) Photos for observations / Learning Journal, taking photos is an important observational tool in a nursery, as it helps to document what a child has done, as a picture speaks a thousand words.

Permissions – (m) Photos for marketing, we are a local business and as such need to keep telling people about the work we do. We have a nursery prospectus and a website and are proud that we only use genuine shots of children at nursery, rather than using library shots. We only use a professional photographer to take our photos and if any are taken of your child, we are happy to be able to share the electronic file with you. By ticking this box, you are confirming that you are happy for us to use any photos that we might take of your child at nursery.

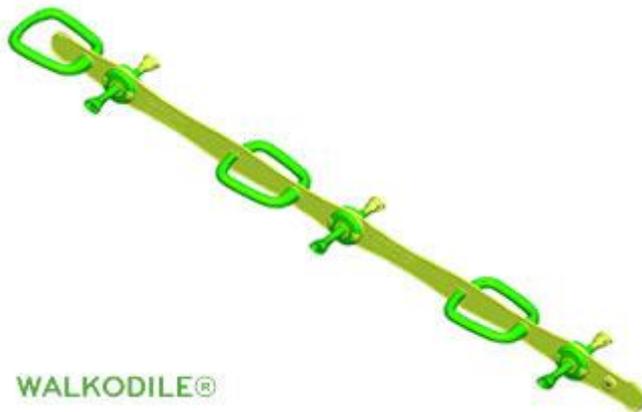
Permissions – (n) Photos taken by other parents at nursery events, being at nursery is a fun time with sports days, birthday parties, activities and events, which we invite parents along to. We understand that people would like to capture the moment and so by ticking this box, you are confirming you are happy for other parents to take photos whilst they are attending an event.

Permissions – (o) Personalised MyChild (online Learning Journal), this is an online page on our website. It is a secure, password protected area where photos of your child and comments are recorded. By ticking this box, you are confirming you give permission for us to load photos of your child and their report.

Permissions – (p) Face painting, sometimes the children enjoy having their face painted or we do this activity as part of a celebration. If you are happy for your child to be involved please let us know.

Permissions - Outings, we ask for your written permission to take your child off site. If it is for an ad hoc local trip we do this without calling you on the day, so as not to disturb you. If our trip is planned or uses transport then we will ask for individual written permissions. We always risk assess our venue before we go. During the outing at least one person is supernumerary if we are out for longer than 30 minutes and there is also one person who has a First Aid at Work certificate. We take two mobile phones and an outings pack – including spare clothes, nappies, drinks and biscuits. We leave an itinerary of the trip at the nursery and we undertake head counts every ten minutes throughout the trip. We differentiate the mode of getting to the venue on the outing by developmental stage and what you feel comfortable with. The children can go in a **(q)** buggy, **(r)** reins or a Walkodile, or **(s)** hold

hands with each other or another adult. A Walkodile is a light baton, which all of the children are clipped onto. Each Walkodile has space for six children to walk in pairs.



This means that the child might not stay on the walkodile once they have reached the park for instance, so that they may enjoy whatever activity we have set out to enjoy. This will therefore change over time.

By signing off this a category you are giving permission for both your child to leave the nursery premises and also the mode of transport. Please keep this section up to date, each time you check over it, so we can make outings developmentally relevant to your child.

Permissions – (t) Emergency medical attention, all practitioners are formally trained in paediatric first aid and child protection and all managers also have their First Aid at Work certificate. We have a major incident procedure, and we stipulate that you must give permission for us to give first aid to your child if they need it. If we do not gain your approval to this we will unfortunately not be able to care for your child at nursery.

Illnesses

Please let us know what illnesses your child has either suffered from or been immunised against. Please keep this up to date, each time you check the data form.

Dietary

We have standard summer and winter menus, which we have sent you as part of this starting information. If you indicate that a standard menu is not suitable for your child, we have a number of different set menus which have been adapted for religious reasons, common allergies and intolerances. Please choose one of the set menus you think would best suit your child. If you indicated the standard nursery menu is unsuitable, we will arrange a separate meeting to discuss this with you. In the meantime, please expand on the reasons at the foot of the form or in a covering e-mail. If you have any other individual requirements not covered in the menu choices, please tick the any other box and write alongside it.

When you are ticking the menu box, you are confirming that your child has eaten all of the ingredients in that menu. If your baby is not yet fully weaned, please tick weaning. Obviously if you are weaning your child and have religious beliefs relating to diet or already know of an allergy or intolerance please tick these menus too as well as indicating weaning.

small is 
beautiful

And finally...

Please check that you have signed and dated the form and printed your name. Please return it as soon as you can to the nursery administrator, so we can start to prepare for your child coming to join us at nursery. If you have any questions in the meantime, please let us know how we can help.