

### SCHEDULE 3

Regulation 7

#### Records to be kept by registered persons

##### Particulars Required in all cases

1. The name, home address and date of birth of each child who is looked after on the premises.
2. The name, home address and telephone number of a parent of each child who is looked after on the premises.
3. The name, home address and telephone number of any person who will be looking after children on the premises.
4. A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the persons who looked after them.
5. A record of accidents occurring on the premises.
6. A record of any medicinal product administered to any child on the 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, together with a record of a parent's consent.

##### Particulars where the Registered Person is Providing Day Care

7. The name, address and telephone number of the registered person and every other person living or employed on the premises.
8. A statement of the procedure to be followed in the event of a fire or accident.
9. A statement of the procedure to be followed in the event of a child being lost or not collected.
10. A statement of the procedure to be followed where a parent has a complaint about the service provided by the registered person.
11. A statement of the arrangements in place for the protection of 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.