

### SCHEDULE 3

#### 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.