Early Tree

EARLY TREE SUPPORT · GUIDE

Daily care

Daily reports, accidents and incidents, medication

EARLY TREE VERSION
2026.11

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FOR
Room leaders, practitioners and managers

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

DAILY CARE

Daily care

WHO IT'S FOR

Room leader | Practitioner | Manager

WHERE TO FIND IT

Daily Care

Daily Care is where the room records each child's day for their parents, and where accidents, injuries, incidents and medicines are recorded. Its landing page shows today's reports, how many accident reports there are, and how many incidents are still open (awaiting a parent's acknowledgement or closing).

Guides in this area

Guide	When
Daily reports	Through the day: nappies, meals, activities, sleep, photos and notes
Accidents and incidents	A child is hurt at nursery, arrives with an injury, or something else happens
Medication	A child needs a medicine at nursery

What the law asks of you

The EYFS statutory framework for group and school-based providers (effective 1 September 2026) requires you to:

- keep a written record of accidents or injuries and first aid treatment, and tell parents or carers about any accident or injury on the same day (or as soon as reasonably practicable), and about any first aid given (paragraph 3.78);
- notify Ofsted of any serious accident, illness or injury to, or death of, a child in your care, and the action taken, as soon as reasonably practicable and within 14 days (paragraph 3.79);
- give a medicine only with the parent's or carer's written permission for that medicine, keep a written record each time one is given, and tell the parent the same day (paragraph 3.62).

DAILY CARE

Daily care: daily reports

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Room leader Practitioner	**Daily Care** › **Daily Reports**	A few seconds per entry	Access to Daily Care

Purpose

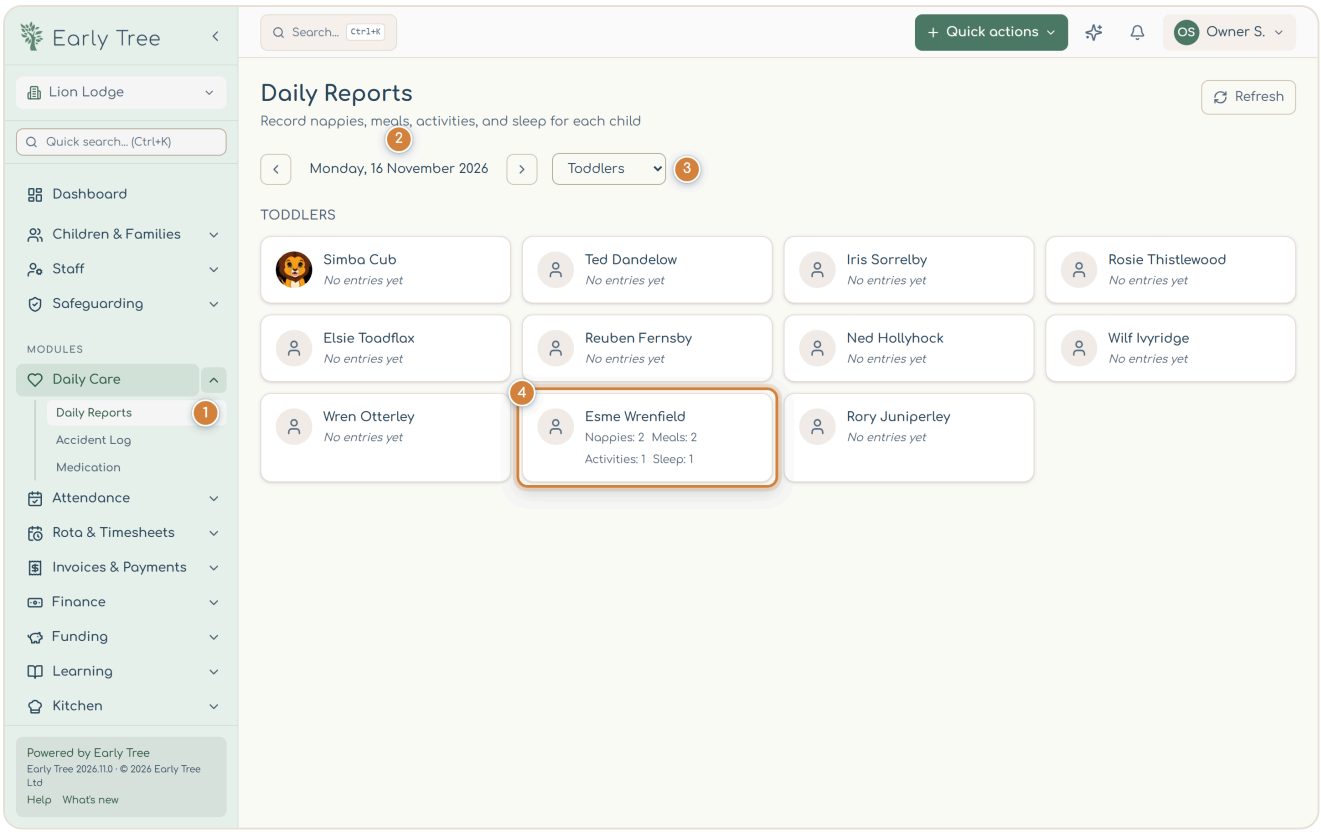
Record each child's day as it happens, so parents can see it when you publish the report: nappy changes, meals and how much was eaten, activities, sleeps, photos and a note about the day.

Before you start

- The child must be on the day's register. Daily Reports lists the children booked in for the date shown.

Open a child's report

1. In the menu, select **Daily Care**, then **Daily Reports** 1. It opens on today.
2. Use the arrows either side of the date 2 to see another day, and **Today** to come back.
3. Choose your room 3.
4. Select the child 4. Each card shows how many entries their report has so far.

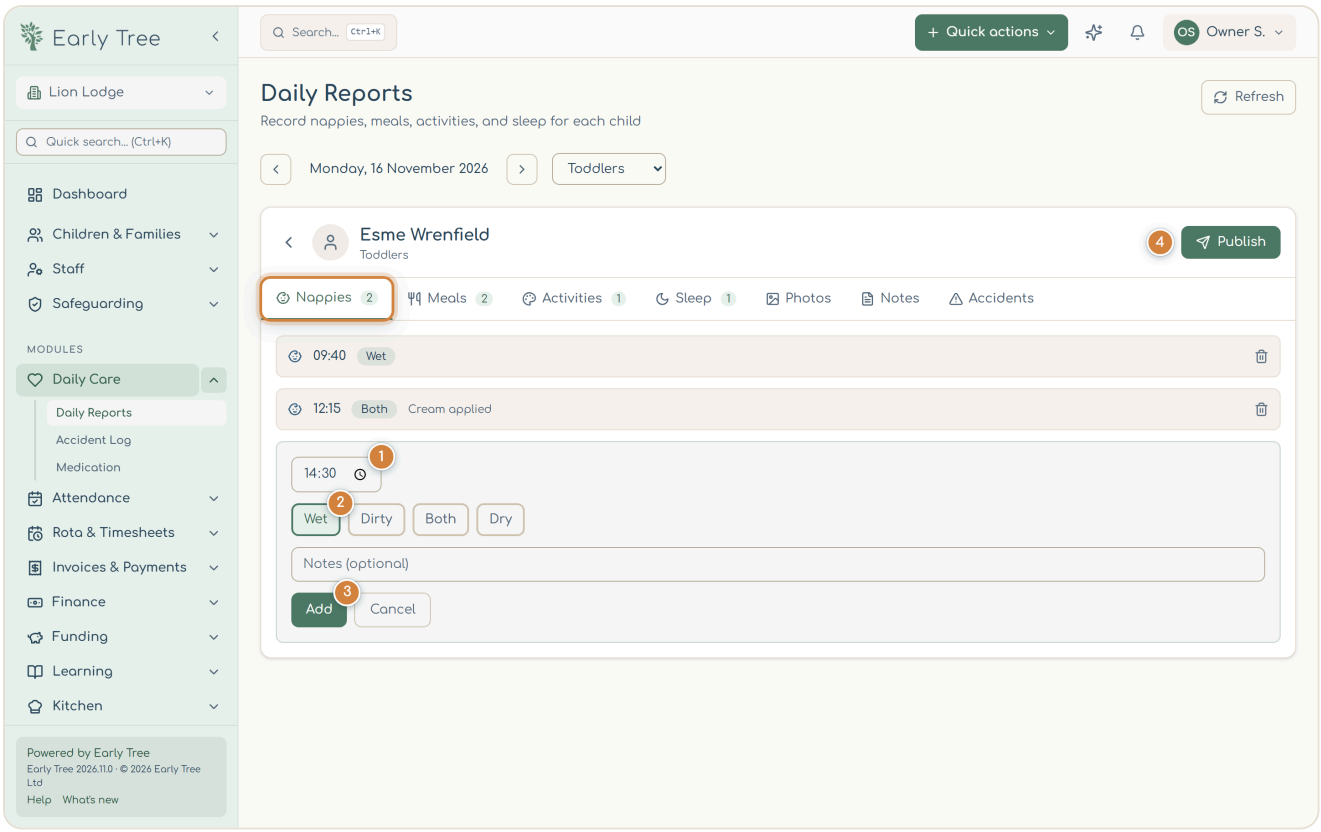


Daily Reports for one room.

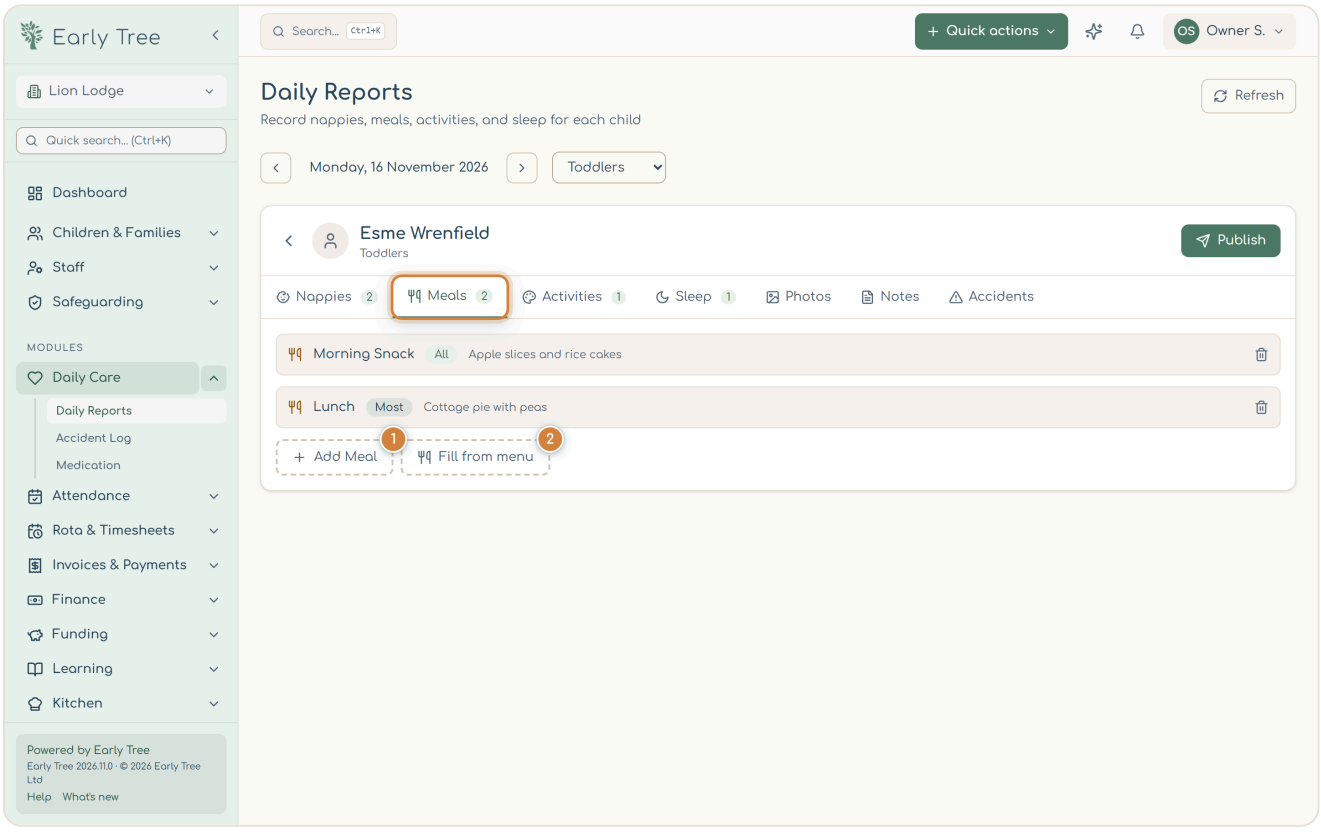
Add entries through the day

The report has a tab for each kind of entry: **Nappies**, **Meals**, **Activities**, **Sleep**, **Photos**, **Notes** and **Accidents**. The number on a tab is how many entries it has.

1. On **Nappies**, select **Add Nappy Change**. Check the time (1), choose **Wet**, **Dirty**, **Both** or **Dry** (2), add a note if you need to, and select **Add** (3).
2. On **Meals**, select **Add Meal**, choose the meal (**Breakfast**, **Morning Snack**, **Lunch**, **Afternoon Snack** or **Tea**), say what was served and how much was eaten (**All**, **Most**, **Some**, **Little** or **None**), then **Add**. **Fill from menu** fills in the day's meals from your published menu.
3. On **Activities**, choose or type the activity, describe it, and say whether the child enjoyed it.
4. On **Sleep**, select **Add Sleep Period** and enter the start time. Leave the end time blank while they're asleep, and select **Mark awake** when they wake.
5. On **Photos**, add a caption and select **Upload Photo**. On **Notes**, write about the child's day and select **Save Notes**.



- Adding a nappy change. Publish (4) shares the report with the parents.



- Meals: add one (1), or fill the day's meals from your menu (2).

Publish the report

1. When the child's day is complete, select **Publish** 4.

What you should see

> The report shows **Published** and can't be changed any more. Parents can see it in the parent portal and app.

Common problems

A child isn't listed.
They aren't on the register for that day. Check the date and room, then the daily register.

Publish is greyed out.
The report has no entries yet. Add at least one first.

Add is greyed out.
Choose the required option first, for example the nappy type or the meal.

I need to change a published report.
Published reports are locked so parents see a fixed record. Speak to your manager.

Related guides

- Accidents and incidents
- Registers: signing children in and out

DAILY CARE

Daily care: accidents and incidents

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Room leader, Practitioner, Manager	**Daily Care** › **Daily Reports** › **the child** › **Accidents**	About 5 minutes	Access to Daily Care; signing off needs permission to review incidents

Purpose

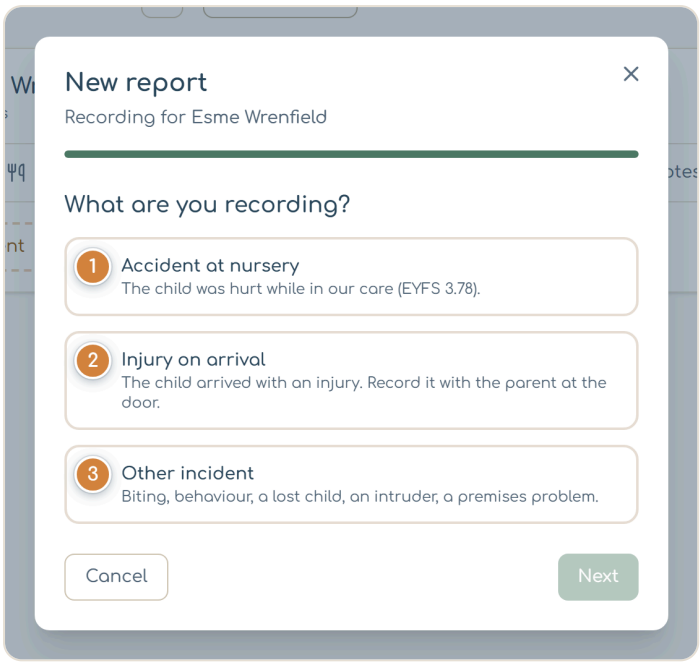
Keep the written record of accidents, injuries and first aid that the EYFS requires (paragraph 3.78), tell parents the same day, and make sure anything serious is notified to Ofsted within 14 days (paragraph 3.79), and to the HSE where RIDDOR applies.

Before you start

- Give first aid first. Record it once the child is safe.
- Accidents are recorded from the child's daily report (**Accidents** tab) or, for a child who arrives hurt, from the **Injury on arrival** tile on the daily register.

Record an accident, injury or incident

1. Open **Daily Care › Daily Reports**, select the child, open the **Accidents** tab and select **Report Accident**.
2. Choose what you're recording: **Accident at nursery** 1, **Injury on arrival** 2 (the child arrived with it; record it with the parent at the door), or **Other incident** 3 (biting, behaviour, a lost child, an intruder, a premises problem). Select **Next**.
3. For an accident or injury, mark where on the body map, then the type of injury and a description. For an accident, say what caused it and the **Action taken** (for example **Cold compress applied** or **First aid administered**). For an injury on arrival, record **What did the parent or carer say?** and ask them to sign.
4. On **Final details**, enter the time, who reported and witnessed it, and how the parent was told (**Phone**, **In person**, **Via app** or **Not yet**).
5. Tick **This may need notifying to Ofsted** or **May be reportable under RIDDOR** if either might apply, and choose why.
6. Select **Save report**.



First, choose what you're recording.

HEAD INJURIES

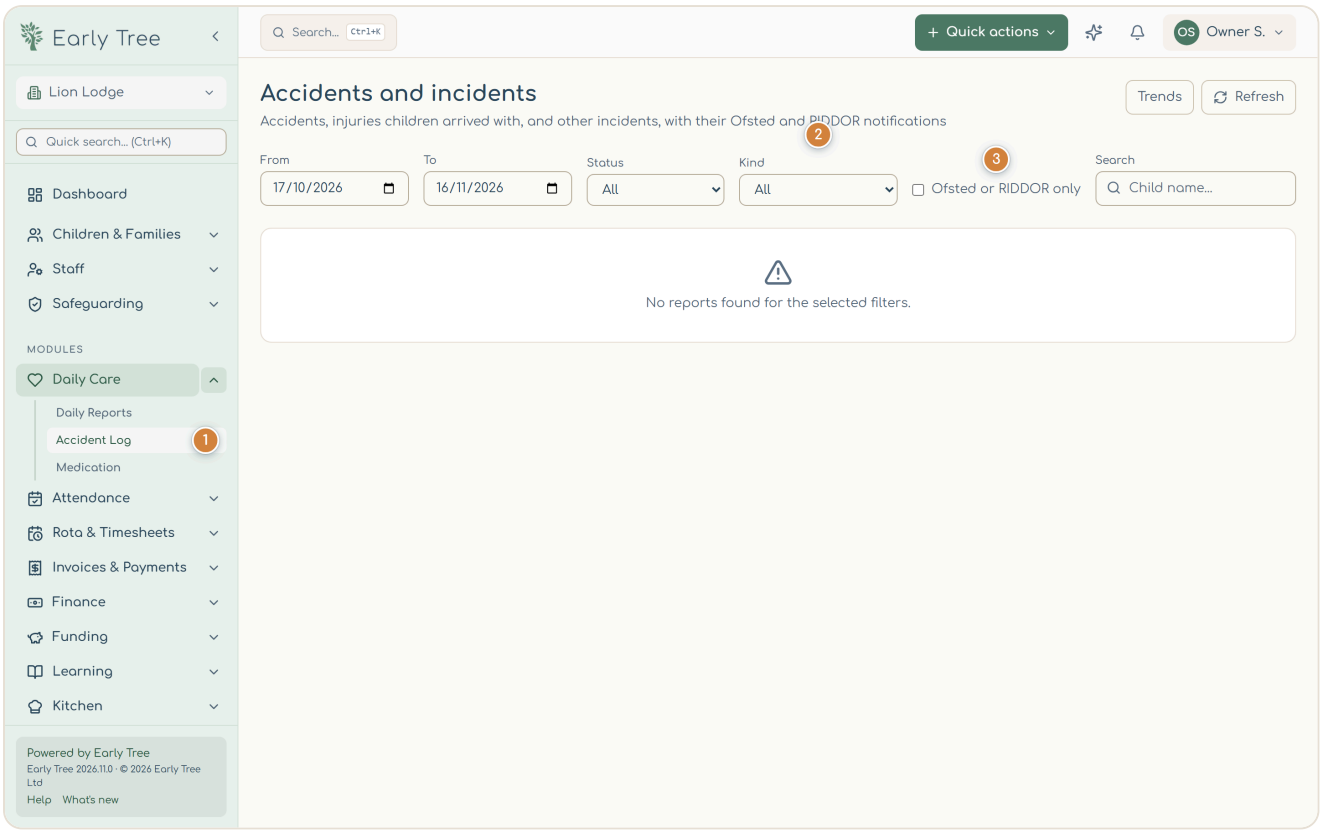
If you mark the head on the body map, Early Tree shows **Head injury detected** and the NHS head injury advice goes to the parents with the report. Follow your nursery's head injury procedure as well.

What you should see

The report appears on the child's **Accidents** tab and in **Daily Care › Accident Log**, marked **Open** until the parent acknowledges it in the parent app and a manager signs it off.

Follow up in the accident log

1. Open **Daily Care › Accident Log** 1.
2. Filter by date, status and **Kind** 2. **Ofsted or RIDDOR only** 3 shows the ones that may need notifying. A banner warns you when notifications to Ofsted or the HSE are still to be recorded.
3. Select **View** to open a report. From there you can record that the parent was told, add follow-up notes, record the Ofsted or RIDDOR notification, and, as a manager, **Review and sign off**.



The accident and incident log.

Common problems

Next is greyed out.
Answer the question on that step first, for example mark the body map or choose a cause.

"The report couldn't be signed off".
It's marked as possibly notifiable but the Ofsted or RIDDOR notification hasn't been recorded. Record it on the report, then sign off.

The parent hasn't acknowledged it.
Parents acknowledge in the parent app. Use **Message family** on the report to remind them.

Related guides

- Daily reports
- Registers: signing children in and out

DAILY CARE

Daily care: medication

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Room leader Practitioner Manager	**Daily Care** › **Medication**	About 5 minutes to add a medicine; seconds per dose	Access to Daily Care; adding a medicine needs permission to manage medication

Purpose

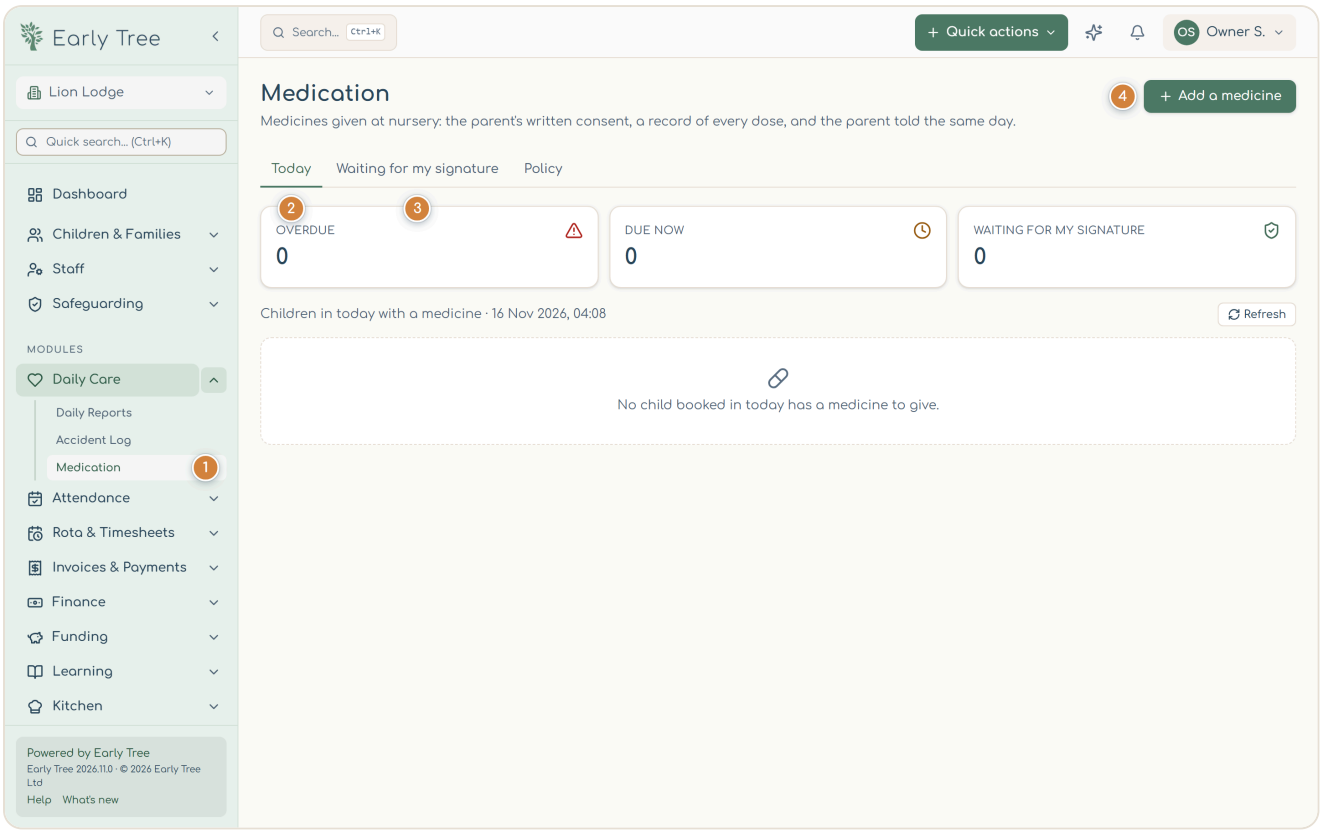
Give medicines safely and keep the record the EYFS requires: a medicine is only given with the parent's or carer's written permission for that medicine, every dose is recorded, and the parent is told the same day (paragraph 3.62). Prescription medicines are only given when prescribed for that child by a doctor, dentist, nurse or pharmacist, and a medicine containing aspirin only if a doctor prescribed it (paragraph 3.61).

Before you start

- Have the medicine in its original container, with the pharmacy label for a prescribed medicine.
- Have the parent's signed consent form, or ask the parent to give consent in the parent app.

See what's due today

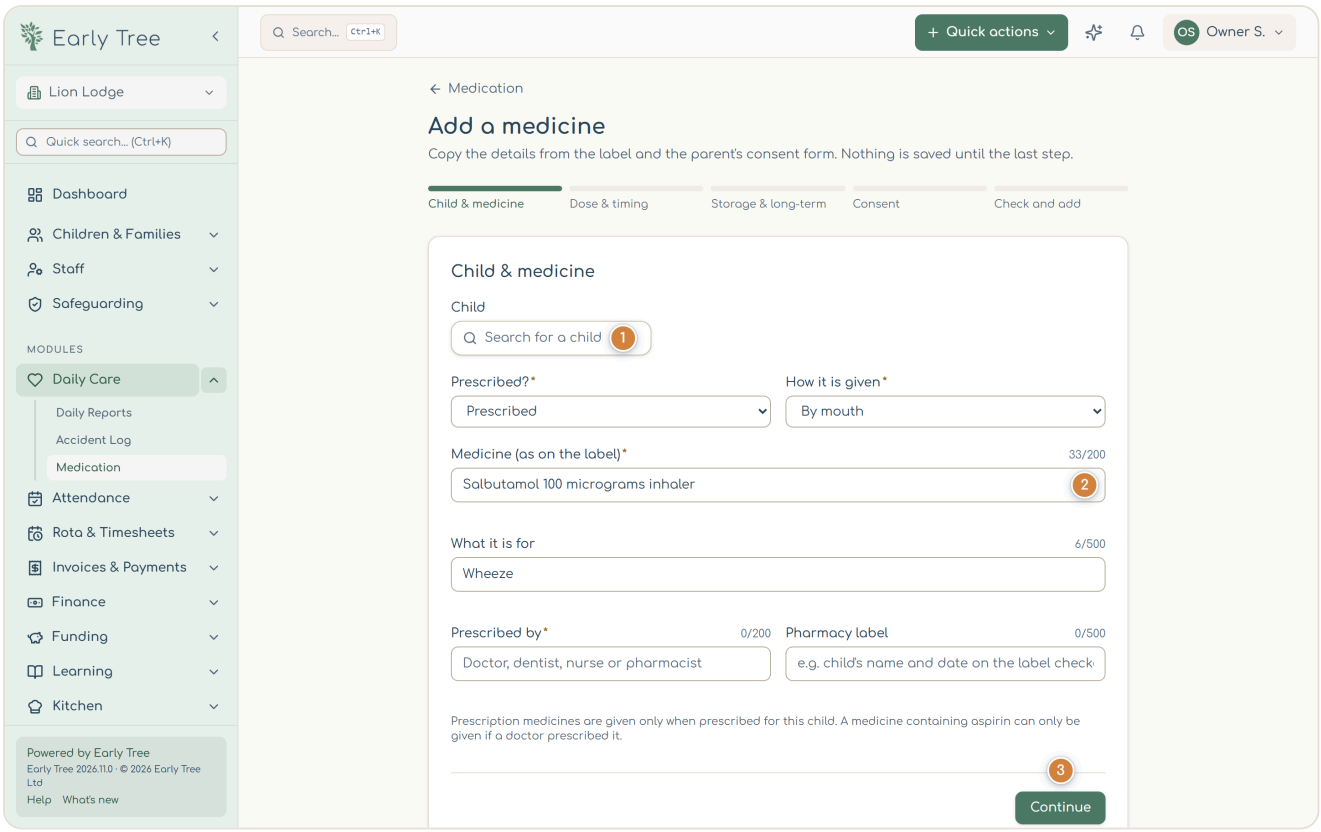
1. In the menu, select **Daily Care**, then **Medication** 1.
2. **Today** 2 shows what's **Overdue** and **Due now** for the children booked in today, with a button for each dose. **Waiting for my signature** 3 lists doses you witnessed, waiting for your confirmation.



Medication: today's doses, doses to witness, and Add a medicine (4).

Add a medicine

1. Select **Add a medicine** 4. Nothing is saved until the last step.
2. **Child & medicine:** find the child 1, say whether it's prescribed and how it's given, and copy the medicine's name exactly as on the label 2, what it's for and who prescribed it. Select **Continue** 3.
3. **Dose & timing:** the dose (for example 5 ml or 2 puffs), when it's given, and the times it's due at nursery.
4. **Storage & long-term:** where it's kept, and for a long-term medicine, the expiry date and any health care plan.
5. **Consent:** if the parent has signed your paper consent form, switch on **The parent has signed our paper consent form** and enter their name and the date. Otherwise, leave it off and the parent is asked in the app.
6. **Check and add:** check everything, then select **Add medicine**.



Adding a medicine: copy the details from the label.

Record a dose

1. On **Today**, select the child's dose and choose **Record a dose**.
2. Choose **What happened**: **Given**, **Refused**, **Missed** or **Not given (withheld)**, and check the time and the amount.
3. If it wasn't given, say why and what was done. Add a witness if your policy needs one.
4. Select **Record dose**. If Early Tree spots a problem (for example, too soon after the last dose), it shows **Check before giving this dose**; only continue with **I've checked: record it** once you have.

What you should see

> The dose appears in the medicine's **Doses** record with who gave it and the witness, and the parents are told straight away.

Common problems

"Check the highlighted fields."

A required field on that step is empty; the message under it says what's needed.

I recorded a dose by mistake.
Open the medicine and use **Entered in error** on that dose, giving a reason. The original stays in the record.

The medicine has been stopped.
Open it and select **Stop this medicine**, saying why.

Related guides

- Daily reports
- The child's record