

DIRECTIONS FOR USE OF CENTER MEDICATION AND INJURY LOG OR LOGS

The center medical log or logs are to be used to record the following:

1. All medication dispensed to the child.
2. Serious and minor injuries requiring any kind of treatment.
3. Observations of injuries to the child's body received outside of center care and indicators of child neglect such as infant failure to thrive, hunger or fatigue, personal hygiene problems, etc.

Instructions for Logging Medication

1. Record first and last name of child, name of medication, dosage, time, date and name or initials of person administering the medication in the medical log on the same day that the medication is administered.
2. Obtain written permission and direction from the parent on the medication permission form for the specific time period the medication is to be administered.
3. Entries in the medication and injury log must be in ink. No lines are to be skipped. Pages may not be removed. All pages of the medical log must be numbered. Do not number pages as you use them.

Example: 9/1/07 John Jones 1 tsp. penicillin 10:30 a.m. *ABD*

4. Medications are to be returned directly to parents or the driver if the physician's directions include overnight use. Medication is never to be given to a child to return to the parent.
5. Medications which are no longer in use or are not picked up by parents should be discarded in a manner which will not make them accessible to children.

Instructions for Logging Injuries

The center medical log is to be used to record any injury to a child in the following manner:

1. The name of the injured child and part of body involved.
2. Location where injury took place.
3. A description of how the injury occurred including the time and date of the injury.
4. Description of any piece of equipment involved.
5. Name or initials of staff person responsible for the care of the injured child.
7. Actions taken on behalf of the injured child following the injury.
8. How parent was advised of incident.
9. Description of the injury.

Example: 9/1/07 10:30 AM Mary Jones fell of monkey bars on preschool playground. Resulting injury was a 2 inch long scrape on right cheek under the eye. Washed scrape and applied cold cloth. *ABD*

Note: If 2 children are involved in the same incident that results in an injury to each child (i.e., 2 children bump heads), and both injuries are recorded in the same entry in the medical log, the center must ensure that a parent may only see the portion of the entry that relates to his or her child. Identifying information about another child must be kept confidential. For this reason, it is recommended that two entries be made in the medical log; one entry for each child injured.