

CHAPTER FOUR: HEALTH AND MEDICAL SUPERVISION

Health and Medical Supervision	Daily Written Record
Revised: September 2017	Policy Number: 4.8

Policy

This provision requires that each child care centre keeps a record of significant events that affect the health, safety or well-being of staff and children. Where a program operates over a time span requiring shift work, for example, a before- and/or after-school program with different morning and evening staff, this record can be especially important as it serves as a communication tool between staff who are working different shifts.

Procedures

The daily written record must contain a dated entry for each day the program operates. If there is nothing to report for that day, the entry can reflect that the day was uneventful.

The daily written record contains a summary of any incident affecting the health, safety or well-being of children and staff (e.g., accident reports, ill children, etc.).

The daily written record should reflect when an accident report was completed, as well as when a child was observed to be ill and parents were contacted.

E.g.

Wednesday April 15, 2015

The playground was unavailable for use today because of replacement of a fence on the north side. Children were taken out in small groups to observe machines for digging and the use of concrete to set posts.

J.B. ate very little at lunch and his temperature when he woke up from his nap was 101.7°F. Called mom and she picked him up at 2:45pm.

Thursday April 16, 2015

J.B.'s mom called to let us know he still isn't feeling well and is going to stay with grandma today.

Friday April 17, 2015

J.B.'s mom called to tell us that J.B. has chickenpox. He is staying home today, but might be back on Monday. Other parents will be notified this afternoon that children may have had contact with chickenpox.

S.H. tripped going up ramp. Scrapes on hands and knees. Accident report completed.

The daily written record should include the following if applicable;

- **Parent Input** - share information about their child's restless night, lack of appetite or other atypical behaviour.
- **Medication** - Administration Forms received
- **Sleep** - If child's sleep pattern is different than instructions provided e.g. parent said no naps but child was falling asleep at table
- **Ill Health**- record on emergency card and daily log (when calling parent/guardian to pick up child/ren)
- **Ill Health** – Observations of Ill health details
- **Ill Health** – record in daily log when parent calls when child is sick
- **Weather** – raining, too cold, climber closed for winter etc –record on playground inspection and daily log
- **Medication** – record and ensure given at times requested and if not note why.
- **Medication** – record if child self administers medication e.g. puffer
- **Food** – record specific fruit and food in daily log
- **Fire Drills**
- **Parent/Guardian Visitors** – sign in and record in daily log
- **Public Visitors** –sign in at office and record in daily log
- **Serious Occurrences**
- **Injury Reports** – record details

- **Staffing** – any changes to regular staffing, staff switching lunch times and who is covering lunch
- **Health Inspections** - record any recommendations
- **Fire Inspections**- record any recommendations
- **Ministry Advisor** – record any recommendations
- **Pick Up** – Changes to whom will be picking up or changes in time of regular pick up. (Must be in compliance with Arrival and Departure Policy and Release of Children Policy).
- **Health and Safety Concerns** – e.g. Playground repair required

This list is not inclusive of all issues that should be recorded in the written daily log. If you require guidance please consult with the Program Coordinator.

The Daily Written Record should be a coiled date book with no pages removed and notes written in ink. At no time should white-out be used.