

CENTER MEDICATION AND INJURY LOG – DIRECTIONS FOR USE

To comply with DCF 250.07 (6) (b), DCF 251.07 (6) (dm) 1., and DCF 252.44 (6) (g), licensed child care centers are required to use a center medical log to record the following:

1. Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received in or out of care of the center;
2. Any injuries received by a child while in the care of the center;
3. Any medication dispensed to a child;
4. Any incident or accident that occurs when the child is in the care of the center that results in professional medical evaluation.

Instructions for Medical Logs:

The medical log book must have stitched binding with pages that are lined and numbered. Entries in the medical log must be in ink, dated, and signed or initialed by the person making the entry. Pages may not be removed, and lines may not be skipped.

Instructions for Logging Medication:

1. Entries in the medical log book shall be made on the date the medication is dispensed.
2. Record first and last name of child, type of medication, dosage, time, date, and initials or signature of the person administering the medication.

Example: 9/1/16 John Jones 1 tsp. penicillin 10:30 a.m. ABD

Instructions for Logging Injuries:

1. The name of the injured child.
2. The date and time of the injury.
3. A description of the facts surrounding the injury.
4. Initials or signature of staff person making the entry.

Note: If two children are involved in the same incident (e.g., two 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.

Example: 9/1/16 10:30 a.m. Mary Jones fell off monkey bars on preschool playground and bumped into another girl. Resulting injury was a bump on right cheek under the eye. ABD

Example: 9/1/16 10:30 a.m. Sarah Wilson as playing on the preschool playground and was bumped on the head when another girl fell off the monkey bars. Resulted in a red mark on her forehead. ABD

Instructions for Logging Observations:

1. The name of the injured child.
2. A description of the observation.
3. Name or initials of staff person who made the entry.

Example: 9/2/16 11:00 a.m. Josh Smith was observed during a diaper change with multiple bruises on the side of his torso and back. JB

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