

CENTER MEDICATION AND INJURY LOG – DIRECTIONS FOR USE

In order to comply with DCF 250.04(6)(c), DCF 251.04(6)(c), and DCF 252.41(4)(b) and 252.44(6)(a)2., licensed child care centers are required to use a center medical log or logs 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 All Logging:

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.

Instructions for Logging Medication:

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.

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 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.
6. Actions taken on behalf of the injured child following the injury.
7. Time and description of how parent was advised of incident.
8. Description of the injury.

Example: 9/1/16 10:30 AM Mary Jones fell off 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. Mom was called at 10:35 and picked up child at 11:00a.m. ABD

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.

Instructions for Logging Observations:

1. The name of the injured child and part of body involved.
2. A description of the observation including the time and date.
3. Name or initials of staff person who observed the child/incident.
4. Any action taken in relationship to the observation.

Example: 9/2/16 11:00 a.m. Josh Smith was observed in the restroom peeing into another boy's pocket. I asked him why he had done this and he said he thought it was funny. Both of the boys were told this is inappropriate behavior. A note was given to his father at the end of the day. JB

Example: 9/2/16 11:00 a.m. Billy House was in the restroom with another boy who peed in his pants pocket. Both boys were told this is inappropriate. Billy's pants were changed and a note was sent home with his mom at the end of the day. JB

Example: 9/12/16 9:00 a.m. Cindy Fish told me that her mom's boyfriend had touched her chest and told her not to tell. I made a call to the Brown County CPS line explaining the discussion. I informed my supervisor. CF

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov, 608-421-7550 (general), or the Wisconsin Relay Service (WRS) 711. For civil rights questions call 608-422-6889 (general) or the Wisconsin Relay Service (WRS) 711.