

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.12
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I. Policy:

The Wisconsin Department of Children and Families (DCF) require staff to document when they have given a child medication, as well as, when they observe or become aware of any incidents or injuries to a child of unusual bruises, contusions, lacerations or burns by a child in or out of care. These shall be recorded in the Medical Log Book. This information should also be reported to the ECEC management staff. The medical log book must be in a book with stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped.

II. Procedure:

A. Document medication given to a child, as well as, when staff observe or become aware of any incidents or injuries to a child in the following manner:

1. Entries must be made in ink.
2. Entries must be written on the date of the occurrence.
3. Entries must be dated.
4. Entries shall be signed by the person making the entry.

B. **Accountability:** The ECEC management and staff are to review the medical log books every six months to ensure the following:

1. Entries are being accurately recorded.
2. To check the frequency of accidents and incidents.
3. To review if there are safety measures to be addressed and preventive measures.

After the review of the medical log book is discussed with the ECEC classroom staff, the log book is initialed and dated by both ECEC management and staff.

Approved by:



President/CEO

Date

7/8/21