

## WAC

## WAC 170-295-7010

**What information must be kept in the child's individual file?**

- You must keep current organized confidential records and information about each child in care on the premises. You must make sure that each child's record contains, at a minimum:
  - Completed enrollment application signed by the parent
  - Name, birth date, dates of enrollment and termination, and other identifying information
  - Name, address, and home and business telephone number of the parent and other persons to be contacted in case of an emergency
  - Health history
  - Individual plan of care when needed for chronic health conditions and life threatening medical conditions
  - Written consent from the parent for you to seek and approve medical care in an emergency situation, a court order waiving the right of informed consent, or parent's alternate plans for emergency medical and surgical care if the parent cannot be reached
  - Information on how to contact the parents, especially in emergencies
  - Instructions from parent or health care providers related to medications, specific food or feeding requirements, allergies, treatments, and special equipment or health care needs if necessary
  - Written records of any illness or injury that occurs during child care hours and the treatment provided
  - Written records of any medications given while the child is at child care, and
- You must include the following authorizations in each child's record:
  - Name, address, and telephone number of the persons authorized to remove the child from the center
  - Written parental consent for transportation to and from school, and
  - Written parental consent for transportation provided by the center to and from field

trips, including field trip location, date of trip, departure and arrival times and any other additional information the parent may need to be advised of.

- You can use any health history form you choose as long as it includes:
  - The date of the child's last physical exam or the date the child was last seen by a health care provider for reasons other than immunizations
  - Allergies, expected symptoms, and method of treatment if necessary
  - Health and developmental concerns or issues
  - Any life threatening medical condition that requires an individual health plan
  - A list of current medications used by the child
  - Name, address and phone number of the child's health care provider, and
  - Name, address and phone number of the child's dentist, if the child has a dentist.
- The individual records, including the certificate of immunization status, must be kept on the premises:
  - For each child currently in care, and
  - For one year after the child leaves your care.

## WAC

**Center records****Child Records and Information**

You must keep on the premises organized records of the children enrolled in your center. Each child's records must be readily available to the director or in the director's absence, the staff person in charge. The records must be easily accessible in case of an emergency, but must also be kept in an area of the center where they are not accessible to parents or visitors to the center. All child records should be treated as confidential. It is easiest to keep a separate file for each enrolled child and keep all of that child's records and forms in the file. These must include:

- ◆ A registration form (or enrollment application)
- ◆ A health history, including date of last physical exam
- ◆ An immunization form (state CIS form is required)

- ◆ Authorization forms for transportation and field trips
- ◆ Authorization for emergency medical care (medical consent form), and
- ◆ Names, telephone numbers, and addresses for those persons authorized to take the child from the center.

It is important that all required forms and paperwork are completed before the child enters your program.

You are required to file written Medication Authorization forms and Accident/Incident reports in each child's file. This lets you see at a glance whether a particular child has a pattern of frequent accidents or illnesses.

Some records must travel with children when they leave the premises, for example, emergency medical consent forms. You might want to have parents sign two emergency medical consent forms when they enroll their child, one on a full-sized sheet of paper to be kept on file at the center, and one on an index card to be carried along with the child when he or she is away from the center. The index card can also contain other information you want to have available if there is an emergency, such as:

- ◆ Parents' work numbers
- ◆ Emergency contact information
- ◆ Doctor and dentist information
- ◆ Important facts from the child's medical history, such as allergies, medicines to which the child is allergic, and serious illnesses.

You are also required to keep written documentation that you have informed parents of their child's individual progress (WAC 170-295-2080) in each child's file. This may include a signed statement that parents have received written observations or assessments about their child, reviewed a child's portfolio, or attended a parent-teacher conference.

**Note:** Even if it is not required, it is wise to keep notes on any significant events, important phone conversations, or parent discussions you may have.

### How Long Should You Keep Records?

It is important to keep past records and documents for your benefit as well as to meet licensing requirements. The following WACs tell you how long you need to keep specific records:

- ◆ Snack menus (WAC 170-295-3160) must be kept on file for at least six months
- ◆ Attendance records and DSHS invoices (WAC 170-295-7030) for children receiving subsidy must be kept on file for 5 years
- ◆ Children's files and immunization records (WAC 170-295-7010) must be kept on-site for one year after the child leaves the program
- ◆ Fire drill records (WAC 170-295-5030) must be kept on file for the current year plus the previous calendar year, and
- ◆ Daily schedules and lesson plans (WAC 170-295-2010) must be kept for six months.

Be sure to check with your accountant or tax advisor regarding other records they may want you to keep (for example they may want you to keep attendance, meal records, or business documents for several years).

You may also need to keep records from other agencies such as your food program or Labor and Industries. Please check with the agencies directly regarding their requirements.

In the long run, documentation is for your protection and to help you plan and run your program, not just to satisfy licensing requirements.