

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)