

Illness documentation Guidance:

Why we do it:

Illness documentation is important when you are looking at a child's health. It may help paint the picture of chronic health issues or help clue the staff in to ancillary issues that may be represented as health issues (example recurring absences due to health, but not showing any symptoms at school). It is necessary to record every time a child is sent home due to illness exclusion criteria in the Illness Documentation section, as this is not recorded in Attendance, as they were present at some point in the day. It is also a helpful documentation tool for Contagious Conditions tracking for Health to monitor. Some illnesses that children can be at school with may not necessarily need to be documented. A general criteria is that if you would inform the parent of it, then you should document it. Not every runny nose or sneeze needs documented, you are working with the child and if it raises concern to you, you should document it.

How to do it:

The Illness Documentation section in Shine is under the Education Tab, when you scroll to the very bottom, in the same area Accidents/Injuries and Challenging Behaviors are documented:

INCIDENTS: ILLNESS, ACCIDENT / INJURY, CHALLENGING BEHAVIOR Cancel Save

Program Year: Early Head Start 2016-2017

ILLNESS DOCUMENTATION +

ACCIDENT/INJURY DOCUMENTATION +

Accident/Injury - 5/4/2017 - No Update Delete

CHALLENGING BEHAVIOR DOCUMENTATION +

To document an illness case click the + next to Illness Documentation. This screen is then available:

ILLNESS DOCUMENTATION X

Date: mm/dd/yyyy Refer to Health: Yes Location: Classroom

Illness Symptoms:

<input type="checkbox"/> Vomiting	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Mouth Sores
<input type="checkbox"/> Rash	<input type="checkbox"/> Head Lice	<input type="checkbox"/> Breathing
<input type="checkbox"/> Fever	<input type="checkbox"/> Skin Infection	<input type="checkbox"/> Red Eyes
<input type="checkbox"/> Stiff Neck	<input type="checkbox"/> Lethargy	<input type="checkbox"/> Coughing
<input type="checkbox"/> Other	<input type="checkbox"/> Pain/Discomfort	<input type="checkbox"/> Jaundiced Skin/Eyes

Describe...

Witnessed by: --Select Witness--
--Select Witness--
Other 1
Other 2

Description: Describe event with possible contributing factors:

Actions Taken: Describe and give details of any first aid treatments here

Parent Notification Via: Letter Notification Date: mm/dd/yyyy Notification Time: 00:00 PM

(0) Attachments [Add New](#)

User: Sarah Forga, Input Date: 5/23/2017

Please fill out all applicable areas that are highlighted. Every section that is highlighted may not be required for every situation- for instance it is ok to leave witness blank. Fill it out at your own discretion.

You may check all that apply for illness symptoms.

For description note the illness state, and if it has been ongoing (Example: (noted on Friday) child had a runny nose all week). You can also document here if there was a diagnosis, and the date of the diagnosis.

Action Taken only needs to be filled out if action is taken- for example if the child gets sent home, or posting made because of contagious illness diagnosis.

There are multiple options for parent notification, including In Person and Phone, noting the date of notification and the time if it is remembered (it is ok to just put the date).

Once information is entered, click the save button at the header of this section:



How to track, and who is responsible:

There are 2 documentation tools available to keep track of illnesses that each center may choose to use- both are attached at the end of this document. They can be laminated so as to save paper also. The half sheet is used for daily recording in Shine, and the full sheet is used for weekly recording in Shine. It will be up to each center to choose what they prefer. Typically daily documentation would be done by the Teacher/Specialist, and the Weekly documentation model would be done by a Center or Area Assistant. Whoever notices the illness can record it on the chosen sheet, which would be on the attendance clipboard. This allows FA's, TA's, Specialist II's, etc. to note illnesses that they see in addition to the teacher or Specialist I.

IT IS UP TO THE MANAGER OF THE CENTER TO ENSURE ILLNESSES ARE DOCUMENTED IN SHINE BY SOMEONE.

The training piece on this should be covered at the beginning of each school year with the center staff from the Manager. Health Services will cover this aspect in New Teacher and New FA Cohort trainings at least once a year. Because it is a center-by-center decision on what tools will be used, it is up to the Manager to assign the duties. Additional center level training will be done by the Center or Area Manager. Please contact Health if you would like any additional trainings on illness documentation.

