

## **10A NCAC 09 .1721 REQUIREMENTS FOR RECORDS**

(a) The family child care home operator shall maintain the following health records for each enrolled child, including his or her own child(ren) who are not school-age:

- (1) a copy of the child's health assessment as required by G.S. 110-91(1);
- (2) a copy of the child's immunization record;
- (3) an application for enrollment that includes information set forth in this Subparagraph provided by the Division that is completed and signed by a child's parent, as defined in 10A NCAC 09 .0102. A copy of the form may be found on the Division's website at [https://ncchildcare.ncdhhs.gov/pdf\\_forms/DCD-0377.pdf](https://ncchildcare.ncdhhs.gov/pdf_forms/DCD-0377.pdf). The completed form shall be on file the first day the child attends. An operator may use another form other than the one provided by the Division, as long as the form includes the following information:
  - (A) the child's full name and the name the child is to be called;
  - (B) the child's date of birth;
  - (C) any allergies and the symptoms and type of response required for allergic reactions;
  - (D) any health care needs or concerns, symptoms of and the type of response required for these health care needs or concerns;
  - (E) fears or behavior characteristics that the child has;
  - (F) the names of individuals to whom the operator may release the child as authorized by the person who signs the application;
  - (G) the names and phone numbers of persons to be contacted in an emergency situation;
  - (H) the name and phone number of the child's physician; and
  - (I) authorization for the operator to seek emergency medical care in the parent's absence.
- (4) For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan shall be updated on an annual basis and when changes to the plan are made by the child's parent or health care professional. Sample medical action plans may be found on the Division's website at [https://ncchildcare.ncdhhs.gov/providers/pv\\_provideforms.asp](https://ncchildcare.ncdhhs.gov/providers/pv_provideforms.asp). The medical action plan shall be completed by the child's parent or a health care professional and may include the following:
  - (A) a list of the child's diagnosis or diagnoses including dietary, environmental, and activity considerations that are applicable;
  - (B) contact information for the health care professional(s);
  - (C) medications to be administered on a scheduled basis; and
  - (D) medications to be administered on an emergency basis with symptoms, and instructions.
- (5) when medication is administered, authorization for the operator to administer the specific medication according to the parent's or physician's instructions.

(b) The family child care home operator and staff shall release a child only to an individual listed on the application.

(c) The information contained in Parts (a)(3)(A) through (a)(3)(J) and Subparagraph (a)(4) of this Rule, shall be accessible to caregiving staff during the time the child is in care at the family child care home.

(d) The family child care home operator and staff shall use the information provided on the application to ensure that individual child's needs are met during the time the child is in care.

(e) The family child care home operator shall complete and maintain other records that include:

- (1) documentation of the operator's Emergency Preparedness and Response Plan on a template provided by the Division of Emergency Management at <http://rmp.nc.gov/portal/#>;
- (2) documentation that monthly fire drills are practiced. The documentation shall include the date each drill is held, the time of day, the length of time taken to evacuate the home, and the operator's signature;
- (3) incident reports that are completed each time a child is injured or when a child receives medical treatment by a health care professional, community clinic, or local health department as a result of an incident occurring while the child is in care. The incident report shall include:
  - (A) facility identifying information;
  - (B) the child's name;
  - (C) date and time of the incident;
  - (D) witness to the incident;
  - (E) time the parent is notified of the incident and by whom;
  - (F) piece of equipment involved, if applicable;

- (G) cause of injury, if applicable;
- (H) description of injury or incident;
- (I) body part injured, if applicable;
- (J) where the child received medical treatment, if applicable;
- (K) description of how and where the incident occurred and First Aid received; and
- (L) steps taken to prevent reoccurrence.

This report shall be signed by the person completing it and by the parent, a copy given to the parent, and the report maintained in the child's file. When medical treatment is required, a copy of the incident report shall be mailed to a representative of the Division within seven calendar days after the incident. A copy of the form can be found on the Division's website at [https://ncchildcare.ncdhhs.gov/pdf\\_forms/DCDEE-0058.pdf](https://ncchildcare.ncdhhs.gov/pdf_forms/DCDEE-0058.pdf);

- (4) an incident log that is filled out any time an incident report is completed. This log shall be cumulative and maintained in a separate file and shall be available for review by the Division. This log shall be completed on a form supplied by the Division. A copy of the form can be found on the Division's website at [https://ncchildcare.ncdhhs.gov/pdf\\_forms/incident\\_log\\_i.pdf](https://ncchildcare.ncdhhs.gov/pdf_forms/incident_log_i.pdf);
- (5) documentation that a monthly check for hazards on the outdoor play area is completed. This form shall be supplied by the Division and shall be maintained in the family child care home for review by the Division. The form shall include the following information:
  - (A) Name of facility, time and date the form was completed;
  - (B) Signature of individual completing form;
  - (C) General inspection items;
  - (D) Surfacing;
  - (E) General hazard items; and
  - (F) Deterioration of equipment.

For items on the checklist the operator has to check if pass or fail, if fail identify the problem and solution. A copy of the form can be found on the Division's website at [https://ncchildcare.ncdhhs.gov/pdf\\_forms/fcch\\_outdoor\\_inspection\\_checklist.pdf](https://ncchildcare.ncdhhs.gov/pdf_forms/fcch_outdoor_inspection_checklist.pdf);

- (6) daily attendance records for all children in care, including the operator's own preschool children. The attendance record shall indicate the date and time of arrival and departure for each child and shall be maintained as children arrive and depart; and
- (7) documentation of lockdown or shelter-in-place drills giving the date each drill is held, the time of day, the length of time taken to get into designated locations and the signature of the person who conducted the drill.

(f) Written records shall be maintained as follows in a family child care home:

- (1) All children's records as required in this Section, except medication permission slips as required in Rule .1720(b)(13) of this Section, shall be kept on file as long as the child is enrolled and for one year from the date the child is no longer enrolled.
- (2) Records regarding administration of medications required by Rule .1720(b)(13) of this Section shall be maintained during the time period the medication is being administered and for six months after the medication is administered.
- (3) Additional caregiver and substitute provider records as required in this Section shall be maintained on file for as long as the individual is employed and for one year from the employee's last date of employment.
- (4) All program records, including documentation of operator qualifications, as required in this Section shall be maintained on file for as long as the license remains valid except as follows:
  - (A) A minimum of 30 days from the revision or replacement date:

Record	Rule
Daily Schedule	.1718(a)(6)
Activity Plan	.1718(a)(6)
Infant Feeding Plan	.1706(i)
Allergy Posting	.1706(e)
SIDS Sleep Chart/Visual Check	.1724(a)(8)

- (B) A minimum of one year from the revision or replacement date:

Record	Rule
Attendance	.1721(e)(6)
Emergency Numbers	.1719(a)(12)
Safe Sleep Policy	.1724(c) and (d)
Written Plan of Care	.1712
Emergency Medical Care Plan	.1713
Emergency Preparedness and Response Plan	.1721(e)(1)
Off-Premises and routine Transportation Permission	.1723(5), .1723(15)(a) and .1723(b)
List and Identifying Information for Children being Transported	.1723(13) and .1723(15)(c)
Fire Drill Log	.1721(e)(2)
Lockdown or Shelter-in-Place Drill Log	.1721(e)(7)
Incident Log	.1721(e)(4)
Outdoor Play Area Inspection	.1721(e)(5)
Pet Vaccinations	.1719(b)(1)
Medication Error Log	.1720(b)(14)

- (5) Well-water analysis, pool inspection and inspections for local ordinances as referenced in Rules .1702(b)(7), .1730(i), and .1725(a)(1), of this Section and G.S. 110-91 shall remain on file at the family child care home for as long as the license remains valid.
- (6) Records may be maintained in a paper format or an electronic format, provided that all required signatures are preserved in a paper format, PDF, or other graphic format.
- (7) All records required in this Chapter shall be available at the family child care home for review by the Division during the hours of operation listed on the child care license.

*History Note: Authority G.S. 110-88; 110-91(1),(9);  
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