

WAC 110-145-1515 What are the requirements for information kept in facility shift logs for group care facilities? (1) You must document the following information during each shift:

- (a) Any serious child health or safety issues;
- (b) Any dates and illnesses or accidents while in care;
- (c) Any medications and treatments given with the child's name;

and

(d) Names of staff or volunteers with direct care responsibility during the shift.

(2) You must also have telephone numbers of the after-hours supervisor, on-call and relief staff clearly identified and available for staff personnel during each shift.

(3) In addition, you must keep the following information current at all times:

(a) Incident logs, including a copy of any suspected child abuse and/or neglect referrals made to children's administration and all incident reports;

(b) Any identified child-specific supervision needs;

(c) Daily or shift logs;

(d) Except for overnight youth shelters, written documentation or staff briefings between shifts regarding the whereabouts of any child or youth currently off-site; and

(e) Verification of weekly inspections of any security and/or safety devices, such as door and window alarms.

[WSR 18-14-078, recodified as § 110-145-1515, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-145-1515, filed 12/11/14, effective 1/11/15.]