girl scouts
of utah

Health Record Log

_____

Service Unit Team

_____

Date

Emergency Information

Emergency: _____

Fire: _____

Police: _____

Poison Control Center: _____

Hospital: _____

Utah Child Protection Services: (855) 323-3237 _____

Girl Scouts of Utah Emergency Line: (801) 483-3413 _____

Girl Scouts of Utah Council Headquarters: (801) 265-8472 _____

Event Lead: _____

First Aider: _____

Facility Maintenance: _____

Power Company: _____

Gas Company: _____

Other: _____

Other: _____

Be prepared to give this information in an emergency situation:

- Location
- Street address
- Cross streets
- City or town
- Directions
- Telephone number of caller

- Caller's name
- What happened
- How many people are injured
- Condition of injured person(s)
- Help (care) being provided

Health Record Log

This Health Record Log has been developed to help keep accurate and complete health records. Health records are legal documents; consequently, it is important that certain procedures regarding format, content, and disposition of information be followed and remain consistent. The following are recommendations for using the Health Record Log.

Do not remove any of the record pages.
Removing pages destroys the integrity of this record. Inasmuch as a number of states require such records to be kept in a bound volume for purpose of certain rules of evidence, it is recommended that health records be kept in a bound book with consecutively numbered pages so that it may become a permanent record and provide an ongoing record of individual health concerns.

Do not skip lines or leave spaces unfilled. You may use additional lines to record information for one entry, since it often takes more space to record problems and care provided. Make sure the continuation is clear, and that unused spaces have lines through them. Entries for a new date should be made on the very next line from the entry the date before. Write the new date to the side of the entry.

Record all entries in black ink. When an error is made, draw a single line through the error, initial the mistake, and provide the correct information.

Time: Use this column to record the time an individual was seen. Include a.m. or p.m., or use military time.

Name: Use this column to record the legal name of the individual being treated. Camp names may be used in addition to but never in place of the individual's legal name.

Health Problem or Concern: Use this column to describe the client's reason for seeking treatment. Include observed signs, as well as client-reported symptoms.

Health Care Provided: Use this column to describe what was done for the individual (treatments, consultations, dispensed medications, referrals) the rationale for the action, and an evaluation statement as appropriate (was the action effective?)

If the individual needs to be rechecked, use this column to indicate when. Also use this column to indicate the date or time the person was rechecked. It is also appropriate to use this column to indicate additional thoughts, concerns, or conversations. Also use this column to document contact with parents or guardians.

Treated by: The person providing care should sign or initial the entry in this column. Full names and credentials of the person providing treatment should be included in the front of this health record log book.

This health record log can be used for any service unit event, and can be used for multiple day camps and/or events. Once the health record log is completely full, please mail to:

Girl Scouts of Utah
Program Department
445 E 4500 S Suite 125
Salt Lake City, UT 84107

Date: _____

Time	Legal Name	Health Problem/Concern	Health Care Provided	Treated by

Date: _____

Time	Legal Name	Health Problem/Concern	Health Care Provided	Treated by

Date: _____

Time	Legal Name	Health Problem/Concern	Health Care Provided	Treated by

Date: _____

Time	Legal Name	Health Problem/Concern	Health Care Provided	Treated by

Date: _____

Time	Legal Name	Health Problem/Concern	Health Care Provided	Treated by