



Early Childhood Development: ECDV4 LESSON 11

Unit Standard: 244261: Maintain records and give reports about babies, toddlers and young children.

SO 1: Maintain written records of babies, toddlers and young children.

TOPIC: Record Keeping for toddlers

At the end of this lesson students will be able to know:

- What is a record?
- What records should be kept in an ECD centres?
- Important information should be included in a specific record.
- Where should we keep records?
- Who should access the records?

WHAT IS A RECORD?

- Is the written official document that has information about someone or something and stored in a safe place.

What records should be kept in an ECD centre?

There are so many records or documents that we can keep in an ECD centre but I will mention only few of them, such as:

- Birth certificate of the child
- Identity copy (parent or guardian)
- Immunization record
- Incident record
- Attendance register
- Developmental achievements of the child

Information should be included in a record

- Records should cover the full range of information about the child.
- Should be accurate and relevant for a certain purpose and person concern.

NB: The important information about the medication administered to the child should include the following:

- Surname and name of the child
- Name of the medication given
- Dosage taken
- Time should be administered
- Age



- Person administered medication to the child

WHERE SHOULD WE KEEP RECORDS?

Records should be kept safe and also don't forget to make sure that they are always neat and readable for the next person who will use it at the later stage.

Examples where we can keep records in ECD centre are as follows:

- Lockable cupboard
- In the file
- Lockable cabinet or drawer
- In the safe
- Scan the documents and create a folder in your computer with password

WHO SHOULD ACCESS THE RECORDS?

Any person who works close with the child or has access on the record at the ECD centre because records are confidentially so not any one should have it.

People such as:

- Principal
- Caregiver
- Dietician
- Speech therapy
- Nurse

NB: Record keeping is not done only at the ECD centres even at our homes, institutions such as hospital, clinics, doctors' offices, churches or anywhere our information is needed should be kept neat, safe and confidential.



ACTIVITY 1: Case Study

Thabo Mokwena is 2 years old attending at the Lesedi Day Care Centre. His mother asked Palesa Thipe one of the caregivers at the centre to administer medication to his son. Caregiver has to follow instructions given by Thabo's mother according to doctor's prescription. Name of the medication is panado syrup. Dosage should be given 5ml in every 8 hours.

- 1.1 Design administering medication form that the caregiver can use at the ECD centre to record Thabo's intake of medication. (5)
- 1.2 Give FIVE important information that is needed when completing a registration form. (5)
- 1.3 Where can we store official documents in the ECD centre? Name TWO things. (2)
- 1.4 Name FOUR records that are useful in the ECD. (4)
- 1.5 Records should be kept safe and confidentially at all the time in the ECD centre.
- 1.6 Who has authority to access child's record? Mention FOUR of them. (4)

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