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.