

## Statement of Deficiencies

### 1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507.B. Based on record review at 9:15 a.m., S1 failed to ensure the daily attendance record for all staff members included the time of departure 5 times from 3/15/2022 through 3/23/2022.

CORRECTIVE ACTION PLAN: Effective 3/24/2022, S1 and S17 refused to give a corrective action plan on the date of the visit to ensure the deficiency is not re-cited.

### 1507.E.: Daily Attendance Records - Visitors

Not Met

1507.E.: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

#### Finding:

1507. E. Based on record review at 9:15 a.m., S1 failed to ensure the visitor daily attendance log included an arrival time and a departure time. Specialist reviewed the visitor daily attendance records from 3/15/2022 through 3/23/2022 and verified that the arrival time was not documented one time and the departure time was not completed 5 times.

CORRECTIVE ACTION PLAN: Effective 3/24/2022, S1 and S17 refused to give a corrective action plan on the date of the visit to ensure the deficiency is not re-cited.

### 1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

#### Finding:

1915.A. Based on record review at 12:00 p.m., the explanation of an injury observed was not documented. Specialist reviewed the daily observation logs from 03/15/2022 through 03/24/2022 and verified that S8 failed to document the explanation of injuries observed 10 times and S5 failed to document the explanation of injuries one time.

CORRECTIVE ACTION PLAN: Effective 3/24/2022, S1 and S17 refused to give a corrective action plan on the date of the visit to ensure the deficiency is not re-cited.

### 1917.K.: Emergency Medication Plan and Records

Not Met

1917.K.: Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:

- a. method of administration;
- b. symptoms that indicate the need for the medication;
- c. actions to take once symptoms occur;
- d. description of how to use the medication; and e. signature of parent and date of signature.

2. Medication administration records for emergency medication shall be maintained and include the following:

- a. symptoms that indicated the need for the medication;
- b. actions taken once symptoms occurred;
- c. description of how medication was administered;
- d. signature of administering staff member; and
- e. phone contact with the parent after administering emergency medication.

#### Finding:

1917.K. Based on record review at 10:15 a.m., S1 failed to have a current written Emergency Medication Plan of action for C3. The Emergency Medication Plan shall be updated as changes occur or at least every six months. The most recent Emergency Medication Plan for C3 was dated 8/12/2021.

Calcasieu Parish-J.D. Clifton Head Start  
100 North Prater Street  
Lake Charles, LA 70601

Date - 03/24/2022  
License # - 12563  
Action Code - 5 - ANNUAL SURVEY

## ***Statement of Deficiencies***

CORRECTIVE ACTION PLAN: Effective 3/24/2022, S1 and S17 refused to give a corrective action plan on the date of the visit to ensure the deficiency is not re-cited.

---