CCSD Individual Student Documentation Log						
Student Name: Gr		Grade: Date:		Time in:	Time out:	
Nature of Visit:		Employee N	Employee Name & Signature:		Vital Signs - ☐ Temp:	
☐ Illness ☐ Injury ☐ Occurrence					☐ Other:	
Narrative:						
	Allergy/Hives			Free Indiana/Janua	□ Diaht ava	
	Asthma			Eye Injury/Issue Fall	☐ Right eye	□ Left eye
	Bites			Fever		
	Bloody Nose			Headache		
	Body Aches			Illness		
	Bruise			Incontinence		
	Burn			Insect/Spider Bit	e or Sting	
	Chills			Mental Health Is:	sue	
	Choking			Nausea/Vomiting		
	Cold			Not Feeling Well		
	Congestion/Cough			Pain		
	Cut/Scrape/Wound			Possible Dislocat	ion/Fracture/Spra	in
	Dental Issue			Stomachache		
	Diarrhea			Other:		
	Difficulty Breathing/Shortness of Breath					
	Earache					
Treatment						
	Ace Wrap/Coban			Emergency Care		
	Active Listening			Hydration		
	Band-Aid/Bandage			Cold Compress/I	ce Applied	
	Calming Techniques			Rest		
	Changed Clothes			Sling/Splint Appli	ied	
	Cleaned/Dressing Applied			Snack Eaten		
	Compression			Other:		
	Elevation					
Disposition & Notification						
	911/EMS			Parent/ER Conta	ct Notified	
	Returned to Class			Time Parent/ER	Contact Was Notif	ied:
	Going Home Per Parent Decision			Unable to Contac	ct Parent/ER Conta	act
	Sent Home w/Parent/ER Contact			Number of Atten	npts to Contact Pa	rent/ER Contact
	Stayed in Office			Other:		
*Head injury, diabetes, medication administration and seizures are documented on their own individual CCSD forms/online.						