

File Log- Example

Name of Child:	Date of Birth:
<p>Record information such as:</p> <ul style="list-style-type: none"> • Date of telephone conversations made/received in connection with the child • Dates of meetings, discussions and telephone calls with parent and actions agreed • Date you sent off reports, questionnaires and referrals such as to speech therapy • Date meetings took place with professionals such as Target plan reviews • Date of professionals visits, the outcome of the visit such as a follow-on visit date and any actions to follow through from yourself or the professional visiting <p>The information stored in this file log can be used to evidence the support you have provided for the child over time. This is useful when you need to supply detailed information for an Educational Health Care Plan or to evidence you are working together with parents and outside agencies.</p>	

Date	Comments	Name
28.7.16	Meeting with Mum. Set Targets to start working on. Mum happy for me to refer to speech therapy service - see notes from meeting.	Jill Gray
1.8.16	1-1 support with toileting- develop independence in dressing/undressing washing hands	Jill Gray
1.8.16	1-1 support at meal times to support self –feeding and encourage independent food choices	Jill Gray
2.8.16	Telephone call to Speech Therapy to refer to their service, spoke to Amy Black. Agreed referral appropriate emailed me referral form to fill in	Jill Gray
2.8.16	Posted referral form to Speech Therapy- retained copy.	Jill Gray
12.11.16	Initial visit Speech Therapist- Anna Brown. Anna will arrange block of work to be carried out by therapy assistant. She will also make referral to Community Paediatrician.	Jill Gray
6.12.16	First visit from Gaye Russell speech therapy assistant. Jodi (key worker) joined Gaye in play session and will carry out her recommendations during play sessions every day. Gaye has made 5 more appointments	Jill Gray
8.12.16	Visit from Gaye Russell speech therapy assistant. Made visual resources as Gaye recommended.	Jodi Hart
7.1.17	Introduced First/then visual strip to reinforce adult instruction	Jodi Hart
23.1.17	Introduced Visual schedule to help understand and carry out order of toilet routine.	Jill Gray
15.2.17	Target review meeting with Anna Brown, Mum & Jodi. Discussed progress and next steps. Mum agreed to referral to Early Intervention Team.	Jill Gray
23.2.17	Posted filled in questionnaire back to Paediatrician, retained copy	Jodi Hart