



## Ohio Administrative Code

### Rule 5101:2-12-16 Emergency and health-related plans for a licensed child care center.

Effective: October 29, 2017

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(A) What are the medical, dental, and general emergency requirements for a licensed child care center?

The center shall:

- (1) Have a written plan for medical or dental emergencies on the JFS 01242 "Medical, Dental and General Emergency Plan for Child Care" (rev. 12/2016). The plan shall be completed, implemented when necessary, and shall be posted, readily in view by each telephone and in each classroom and other spaces used by the children.
  - (2) Complete the JFS 01201 "Dental First Aid" (rev. 12/2016) and post in a location readily available to center staff and parents.
  - (3) Post a fire and weather alert plan in each classroom and other spaces used by the children. The plan shall include a diagram indicating evacuation routes.
  - (4) Conduct monthly fire drills at varying times. Written documentation of these drills shall be kept on-site.
  - (5) Conduct monthly weather emergency drills in the months March through September. Written documentation of these drills shall be kept on-site.
  - (6) Conduct quarterly emergency/lockdown drills. Written documentation of these drills shall be kept on-site.
- (B) What are the first aid kit requirements for a licensed child care center?
- (1) The first aid kit shall be kept in a clearly marked, unlocked container out of the reach of children.



(2) One complete kit shall be readily available for every seventy-five children at the center and be kept out of the reach of children. Centers that operate on separate floors or separate buildings shall have a complete kit on each floor and in each building.

(3) The first-aid container shall contain all of the items listed in appendix A to this rule.

(4) First aid supplies shall be replaced as they are used, expired, damaged or if sterile packages are opened.

(C) What are the specific procedures the licensed child care center needs to follow for standard precautions?

(1) Blood spills shall be treated cautiously and decontaminated promptly. Disposable vinyl gloves shall be worn during contact with blood or bodily fluids which contain blood, such as vomit or feces in which blood can be seen.

(2) Surfaces contaminated with blood or bodily fluids containing blood shall first be cleaned with hot, soapy water and then sanitized with an appropriate bleach solution which is prepared on a daily basis, according to product guidelines, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.

(3) Disposal of materials that contain blood requires a sealable, leakproof plastic bag or double bagging in plastic bags that are securely tied.

(4) Non-disposable items, such as clothing that contain blood, shall be placed in a sealable, leakproof plastic bag or double bagged in plastic bags that are securely tied and sent home with the child.

(5) Sharp items used for procedures on children with special care needs, such as lancets for finger sticks or syringes, require a disposable container called a "sharps container." This is a container made out of durable, rigid material which safely stores the lancets or needles until the parent can take them home for disposal. Sharps containers must be stored out of the reach of children.



(D) What are the communicable disease requirements for a licensed child care center?

(1) Any child enrolled and attending the center with signs or symptoms of illness listed in appendix B to this rule shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.

(2) The JFS 08087 "Communicable Disease Chart" (rev. 12/2016) shall be posted in a location readily available to parents, child care staff members and substitutes for use in identifying and responding to communicable diseases.

(3) A child isolated due to suspected communicable disease shall be:

(a) Within sight and hearing of a staff member at all times.

(b) Cared for in another room or portion of a room away from other children.

(c) Provided with a cot or mat, if necessary and made comfortable. After use, the cot or mat shall be sanitized with an appropriate sanitizer, or if soiled with blood, feces, vomit or other body fluids, the cot or mat shall be cleaned with hot soapy water and disinfected with an environmental protection agency (EPA) registered product rated as hospital disinfectant with a label claim for mycobactericidal activity.

(4) No later than the end of the next business day, the center shall notify parents when their child has been exposed to a communicable disease listed on the JFS 08087.

(5) The center shall release employees and child care staff members who have a communicable disease or who are unable to perform their duties due to illness.

(E) When shall a child care staff member complete the JFS 01299 "Incident/Injury Report for Child Care" (rev. 12/2016)?

(1) Staff shall complete the JFS 01299 and provide a copy to the child's parent or the person picking



up the child on the day of the incident or injury if:

- (a) A child becomes ill and requires first aid or receives an injury which requires first aid treatment.
  - (b) A child is transported in accordance with this rule to a source of emergency assistance.
  - (c) A child receives a bump or blow to the head.
  - (d) An unusual or unexpected incident occurs which jeopardizes the safety of a child or employee of a center, such as a child leaving the center unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.
- (2) Copies of the JFS 01299 shall be kept on file at the center for at least one year and shall be available for review by the Ohio department of job and family services (ODJFS).
- (F) What is a serious incident?
- (1) Death of a child at the center.
  - (2) A child receives a bump or blow to the head that requires first aid or medical attention.
  - (3) An incident, injury, or illness requires a child to be removed by the parent or emergency services from the center for medical treatment, professional consultation or transportation for emergency treatment.
- (a) If a child is transported for emergency treatment the child's health and medical records required by rule 5101:2-12-15 of the Administrative Code shall accompany the child.
  - (b) The center administrator or a child care staff member shall stay with the child until the parent assumes responsibility for the child's care.
- (4) An unusual or unexpected incident which jeopardizes the safety of a child or employee of a center.



(5) An incident defined as a serious risk noncompliance in appendix A to rule 5101:2-12-03 of the Administrative Code.

(G) What does the center do if there is a serious incident?

(1) The center shall log in to <http://oclqs.force.com> by the next business day to report the incident, as defined in paragraph (F) of this rule, and complete the JFS 01156 "Serious Incident Reporting for Child Care" (rev. 10/2017).

(2) This notification does not replace reporting to the public children services agency (PCSA) if there are concerns of child abuse and neglect as required by rule 5101:2-12-19 of the Administrative Code.

(3) The center may print the completed JFS 01156 and give to the parent to meet the parent notification requirements of paragraph (E) of this rule.

(H) What are the disaster plan requirements for a center?

The center shall develop a written disaster plan and make it available to all child care staff members and employees.

(1) The plan shall include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:

(a) Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes.

(b) Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism.

(c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats.



- (d) Outbreaks, epidemics or other infectious disease emergencies.
  - (e) Loss of power, water or heat.
  - (f) Other threatening situations that may pose a health or safety hazard to the children in the center.
- (2) The disaster plan shall include details for:
- (a) Shelter in place or evacuation, how the center will care for and account for the children until they can be reunited with the parent.
  - (b) Assisting infants and children with special needs and/or health conditions.
  - (c) Reunification with parents.
    - (i) Emergency contact information for the parents and the center.
    - (ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated.
    - (iii) Procedures for communicating with parents during loss of communications, no phone or internet service available.
  - (d) The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place.
  - (e) What to do if a disaster occurs during the transport of children or when on a field trip or routine trip.
  - (f) Training of staff or reassignment of staff duties as appropriate.
  - (g) Updating the plan on a yearly basis.



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(h) Contact with local emergency management officials.