



Ohio Administrative Code

Rule 5101:2-14-04 In-home aide responsibilities and assurances.

Effective: [October 29, 2021](#)

(A) What written policies and procedures shall be followed by the in-home aide (IHA)?

The IHA is to:

- (1) Not smoke in any areas of the home when child care is being provided.
- (2) Not be under the influence of any substance that impairs the IHA's ability to supervise children who are present.
- (3) Have immediate access at all times to a working telephone on the premises that is capable of receiving incoming calls and making outgoing calls.
- (4) Have children nap/sleep in their own beds or cribs.
- (5) Have infants placed on their backs to sleep.
- (6) Provide daily outdoor play, weather permitting.
- (7) Identify and protect children from vehicular traffic.
- (8) Not prop bottles.
- (9) Store formula/breast milk in accordance with the JFS 01642 "In-Home Aide Assurances".
- (10) Base toilet training on the child's readiness, and in consultation with the parent.
- (11) Not leave children unattended when transporting children in a vehicle and shall have signed permission forms to transport children on a routine basis or for field trips. The permission form will



include:

(a) Child's name.

(b) Destination.

(c) Date of trip(s).

(d) Time and duration of the field trip.

(e) Parent's signature and date.

(12) Provide nutritious, varied and appropriately timed meals and snacks for all children in accordance with the parent's wishes.

(13) Immediately notify the public children services agency (PCSA) if the IHA suspects that a child has been abused or neglected.

(14) Contact the county agency by the next business day if the IHA discontinues caring for children.

(15) Conduct monthly fire drills. Written documentation of this drill shall be kept on-site.

(16) Provide information on formal screenings and assessments completed by the IHA.

(17) Cooperate with other government agencies as necessary to maintain compliance with Chapter 5101:2-14 of the Administrative Code.

(B) What child guidance techniques shall be used by the IHA?

The IHA shall follow appendix A to this rule regarding guidance techniques to be used with children.

(C) What records shall be kept by the IHA?



(1) The IHA shall have the JFS 01234 "Child Enrollment and Health Information for Child Care" on file for all of the children in care by the first day of care, including any child of the IHA. This record shall be reviewed at least annually by the parent and updated as needed when information changes. Each IHA will set a policy regarding whether to provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

(2) The IHA shall have verification of a medical exam on file for each child in care, including any child of the IHA. Children who attend a grade of kindergarten and above in an elementary school are exempt from this requirement.

(a) The medical statement shall be on file at the home within thirty days of the child's first day of care and shall be updated every thirteen months thereafter from the date of the examination.

(b) The medical statement shall contain the following information:

(i) The child's name and birth date.

(ii) The date of the medical examination is to be no more than thirteen months prior to the date the form is signed.

(iii) The signature, business address and telephone number of the licensed physician, as defined in Chapter 4731. of the Revised Code, physician's assistant (PA), advanced practice registered nurse (APRN) or certified nurse practitioner (CNP) who examined the child.

(iv) A record of immunizations on file within thirty days of the child's first day of attendance, if a child is not enrolled in a public or nonpublic school. This record may be an attachment to the medical statement and is to contain the following information:

(a) The child's name and birth date.

(b) Each immunization the child has had, specifying the month, day and year of the immunization, or that the child is in the process of being immunized against the diseases listed in appendix B to this



rule.

(v) If a child has not received an immunization(s) to prevent a disease on the appendix of this rule, then one or both of the following is to be on file:

(a) A statement from the physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child or is not medically appropriate for the child's age.

(b) A statement from the child's parent that they have declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

(3) If a special need or health condition is known or suspected, the IHA shall require the parent to complete the JFS 01236 "Medical/Physical Care Plan for Child Care." The IHA shall review the information, assure that he or she understands the plan, receive training if required, have the form signed as needed and maintain a copy in the child's file.

(a) The JFS 01236 shall be used for children with a condition or diagnosis that require the following:

(i) Monitoring the child for symptoms which require the IHA to take action.

(ii) Administering procedures which require the IHA to be trained on those procedures.

(iii) Avoiding specific food(s), environmental conditions or activities.

(iv) A school-age child to carry and administer their own emergency medication.

(b) The IHA shall:

(i) Ensure the parent completes and signs a JFS 01236 for each condition per child.

(ii) Keep the completed JFS 01236 on file for at least one year.

(iii) Keep each JFS 01236 in a location that can be easily and quickly accessed, including being



removed from the home if there is an emergency that requires the child or children to be moved to another location or transported on a routine basis or for field trips.

(c) The plan shall be reviewed by the parent at least annually and updated as needed.

(4) The IHA shall maintain daily written attendance records, indicating the hours of care provided for each child.

(5) Prior to administering any nonprescription or prescription medication, the IHA shall have written permission of the parent and physician as required, using the JFS 01217 "Request for Administration of Medication for Child Care."

(a) When giving prescription medication, the IHA shall ensure the bottle has the child's full name on it, the dosage and the name of the physician who prescribed the medication.

(b) The IHA shall ensure that when dispensing prescription medications to a child that the instructions of the physician who prescribed the medication are followed.

(D) What are the disaster plan requirements for a certified IHA provider?

The IHA is to develop a written disaster plan that is dated and reviewed with the parent at least annually:

(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) Conduct monthly weather emergency drills in the months of March through September. Written documentation of these drills is to be kept on-site.

(c) Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes



active shooter, bioterrorism or terrorism.

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

(e) Outbreaks, epidemics or other infectious disease emergencies.

(f) Loss of power, water or heat.

(g) Other threatening situations that may pose a health or safety hazard to the children in the home.

(2) The disaster plan shall include details for:

(a) Shelter in place or evacuation, including how the IHA 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 IHA.

(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 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.

(h) Contact with local emergency management officials.

(E) If a county agency proposes any of the following adverse actions pursuant to Chapter 5101:2-14 or rule 5101:2-16-11 of the Administrative Code, the IHA may submit a written request for a county review to the county agency no later than fifteen calendar days after the mailing date of the county agency's notification:

(1) Denial of an application for certification.

(2) A decision made on an inspection or complaint investigation.

(3) Proposal to revoke a certificate.

(4) Notice that a certificate will not be renewed.

(5) Notification of action to recover an overpayment.