



## Ohio Administrative Code Rule 5180:2-19-05 Child information.

Effective: July 1, 2026

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- (A) Will records of immunizations be required for children in a school child program licensed by the Ohio department of children and youth (DCY)?

Records of immunizations will not be mandatory of children in a school child program who are enrolled in an accredited public, eligible nonpublic school, community school, or county board of developmental disabilities school.

- (B) What are the child record requirements for a licensed school child program?

Individual child records will be maintained and include, but not necessarily be limited to, the following:

- (1) A DCY 01234 "Child Enrollment and Health Information for Child Care" form or an enrollment form containing the following information:
  - (a) The child's name, date of birth, date of admission, parent's name, home address, business address and phone number where the parent can be reached during the time the child attends the program (if applicable) and/or procedures for reaching the parents, and the name of the school the child attends.
  - (b) Phone numbers of at least one authorized person to take the child from the program in the event of an emergency.
  - (c) Parental consent for transportation to an emergency care facility.
  - (d) Date/signatures of the parent and program.
- (2) A health care plan form if the child has a chronic health condition containing the following information:
  - (a) The child's name, date of birth, parent's name, home address and phone number where the parent can be reached during the time the child attends the program.
  - (b) Parental consent for first aid and instructions for caring for the child with a chronic condition or diagnosis.
  - (c) Any special concerns such as dietary restrictions and allergies.
  - (d) Name and phone number of the child's physician, dentist, or other health care providers.



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- (e) Signatures of staff trained to perform medical procedures to manage the child's chronic health condition.
  - (f) Date/signatures of the parent, program and health care professional.
- (3) A medication administration form if the child is administered medication at the school child program containing the following information:
- (a) The child's name, date of birth, weight to determine medication dosage, parent's name, home address and phone number where the parent can be reached during the time the child attends the program.
  - (b) Parental consent and instructions to administer medication to the child.
  - (c) Name, dosage and time of administration of the medication.
  - (d) A log of the child's name, name of the medication, time and dosage administered and the date/signature of the person administering medication.
  - (e) Name and phone number of the child's physician, dentist, or other health care providers.
  - (f) Date/signatures of the parent, program and health care professional.
- (4) A health care plan and medication administration form may be combined or the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" may be used.
- (5) Dated written or electronic attendance records.
- (C) When is a DCY 01299 "Incident/Injury Report for Child Care" completed in a licensed school child program?
- (1) A DCY 01299 or a form that is equivalent in content is to be completed and a copy is to be kept on file for at least one year for review by DCY if the following incidents occur:
    - (a) A child becomes ill or receives an injury which requires first aid treatment.
    - (b) A child is transported in accordance with rule 5180:2-19-10 of the Administrative Code to a source of emergency assistance.
    - (c) A child receives a bump or blow to the head.



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- (d) An unusual or unexpected incident occurs which jeopardizes the safety of a child or school child program staff member, such as a child leaving the program unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.
- (2) A copy of the DCY 01299 or an electronic equivalent will be provided to the child's parent or the person picking up the child on the day of the incident.
- (D) What information will be included in a transportation plan for a child in a licensed school child program?
  - (1) A transportation plan will include parental designations of any authorized persons to take the child from the program.
  - (2) If a school district, county board of developmental disabilities, community school, or eligible nonpublic school policy permits, a transportation plan will include mutual agreement and consent between the program coordinator and the child's parents allowing a school child to leave the school child program for specific activities. The agreement will specify, but not be limited to, the following:
    - (a) Child's destination.
    - (b) Estimated time of arrival and departure, and the time period for which the agreement is valid.
- (E) What are the requirements for parental permission for swimming and water activities?
  - (1) The school child program will have written permission from the parent or guardian of a child before the child will be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth.
  - (2) The written permission will be signed and dated, and will include the following:
    - (a) The child's name.
    - (b) Location of the swimming/water play site.
    - (c) A statement indicating whether or not the child is a swimmer.
    - (d) That the parent or guardian grants permission.