



# Systems Guide to Keeping Children Safe with Health Conditions

Rule 5101:2-12-38: Care of Children  
with Health Conditions

*"Sometimes I need special help  
because I have special health care  
needs. It's important that you know  
how to help me when my body  
starts to feel funny."*



# What do the rules say?

The key to maintaining compliance with licensing rules is to first read and understand them. In examining any noncompliances that your program has had with caring for children with health conditions, begin by reviewing Ohio Administrative Code Rule 5101:2-12-38: Care of Children with Health Conditions.

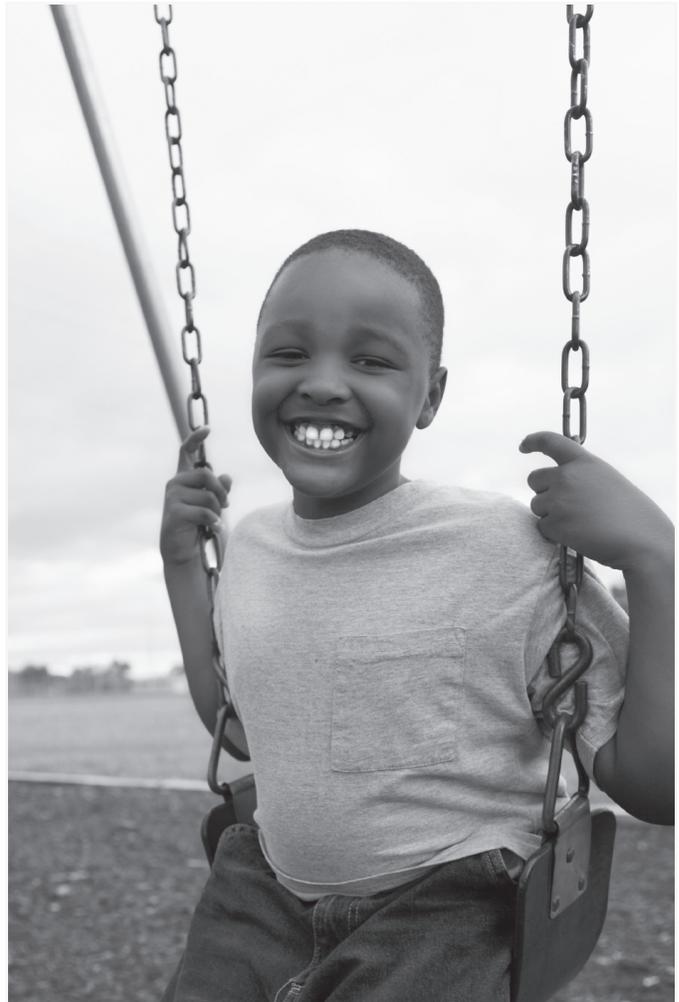
The rule can be found at:

**<http://codes.ohio.gov/oac/5101:2-12-38>**

After you've read the rule, ask yourself the following questions:

- Do I understand all parts of this rule?
- Do I understand why I was cited as being out of compliance with this rule?
- Have the rule requirements been discussed with staff who are responsible for maintaining compliance with them?
- Has the program designed and implemented any systems to achieve and maintain compliance with this rule?

The following page lists the most commonly cited serious risk noncompliances related to caring for children with health conditions. Following each noncompliance is a reference to a system that your program could use that will help you achieve and maintain compliance. One or more systems may be recommended. Choose the one that would work best for your program.



Please contact the Child Care Policy Help Desk or your licensing specialist if you have questions regarding licensing rules. The Help Desk number is 1-877-302-2347. Press option 4.



## Rule 5101:2-12-38 Care of Children with Health Conditions

What are the most common serious risk noncompliances cited by licensing specialists?

### Has your program had any of the following?

- The administrator did not review the JFS 01234, "Child Enrollment and Health Information," upon enrolling a new child, and the child had a condition noted that would require a JFS 01236, "Medical/Physical Care Plan," or an equivalent form. Refer to System One.
- A health care plan was not completed for a child who would require one. Refer to System One.
- The parent completed a JFS 01236, "Medical/Physical Care Plan," or an equivalent form, but did not provide all of the required information, such as symptoms to look for or detailed instructions on how to administer the medication. Refer to System Two.
- The parent or certified health professional did not train staff who are responsible for performing the medical procedure. Refer to System Four.
- The trained staff did not sign the JFS 01236, "Medical/Physical Care Plan," or an equivalent form indicating they had been trained. Refer to System Four.
- The center did not have a trained individual on site during all hours that a child who required a JFS 01236, "Medical/Physical Care Plan," or an equivalent form was present. Early morning and late afternoon hours are often left uncovered. Refer to System Four.
- The staff who were trained to perform a procedure left the program, and the administrator forgot to train new staff. Refer to System Four.
- The JFS 01236, "Medical/Physical Care Plan," or an equivalent form indicated that the child may need emergency/rescue medication, and the center did not have the parent complete the JFS 01217, "Administration of Medication." Refer to System Three.



# System One

Develop a plan to ensure that all children who require a health care plan have one on file.

## Tracking:

- Upon enrollment: Each time a new child is enrolled in the program, the administrator and lead staff person in the child's room should review the JFS 01234, "Child Enrollment and Health Information," to determine if the child requires a JFS 01236, "Medical/Physical Care Plan," or an equivalent form. After reviewing the JFS 01234, the administrator and lead teacher should sign or initial the form.
- If the JFS 01234, "Child Enrollment and Health Information," indicates that a child has a health condition but the parent has provided no other information, the administrator should follow up with the parent to gather more information.
- When medication is brought to the program: Each time a parent brings medication to be administered, one staff person should assume responsibility for receiving it and for logging it onto a master medication sheet. The staff person should speak with the parent and use the JFS 01580 and 01581, "Prescription Pads," forms to determine if the medication is being given as a result of a health condition. If so, the staff person should determine if a health care plan is needed, and if one is on file. If not, the parent should not be permitted to leave the medication without completing a JFS 01236, "Medical/Physical Care Plan," or an equivalent form, and training a staff person on how to administer the medication and care for the child.

## Training:

- Designate a primary and secondary staff person who will be responsible for receiving medication from parents. Train these individuals to use the JFS 01580 and 01581, "Prescription Pads," forms (see the Systems Guide for the Proper Administration of Medication) to determine if the medication is being given for a health condition that would require a health care plan.

## Monitoring:

- Once a month, review the medication log to determine the types of medication being administered. Review the JFS 01580 and 01581, "Prescription Pads," forms that accompany the medication to determine if it is being given for a health condition. Then determine if a health care plan is on file.

# System Two

Develop a plan to ensure that all children who require a health care plan have one on file.

## Tracking:

- Each time it is determined that a child requires a health care plan, give the parent/guardian the JFS 01236, "Medical/Physical Care Plan," or an equivalent form to complete, as well as the JFS 01582, "Health Care Prescription Pad." The parent and the staff member responsible for reviewing the form should use the JFS 01582, "Health Care Prescription Pad," to make sure all of the required information has been completed.

## Training:

- Once it has been determined that a health care plan is needed, the parent should complete the health care plan. The staff person receiving the plan should review it for completeness using the JFS 01582, "Health Care Prescription Pad." Make sure the plan contains the following:
  - » The name of the child
  - » The medical condition
  - » The procedures that need to be performed
  - » The instructions for performing the procedures
- Parents should complete the plan before they leave the building.
- Once a staff person determines that the plan is complete, he/she should initial the bottom and check the appropriate boxes on the JFS 01582, "Health Care Prescription Pad."

## Monitoring:

- The administrator must sign and review all health care plans. Upon receiving a plan, he/she should review it to ensure that it is complete and that the JFS 01582, "Health Care Prescription Pad," is attached to it.

# System Three

The program has a plan in place to ensure that a JFS 01217, "Administration of Medication," is completed for any medication that must be given as a result of a health/medical condition.

## Tracking:

- Each time a health care plan is completed for a child, the parent completing the plan should be given a JFS 01582, "Prescription Pad." The staff person responsible for reviewing the plan for completeness should use the JFS 01582, "Prescription Pad," to determine if a medication is needed to treat the health/medical condition.
- All children with health care plans should be noted on a master list. The master list should include the following:
  - » The name of the child and the child's condition
  - » The hours the child is in attendance
  - » The names of the staff who have been trained by the parent or a certified professional
  - » The hours that the trained staff members are scheduled to work
  - » Whether the medication is needed to treat the condition

## Training:

- If, after reviewing the health care plan and the JFS 01582, "Prescription Pad," the staff person determines that medication is needed, he/she should provide the parent with a JFS 01217, "Administration of Medication," and the JFS 01580 and 01581, "Medication Prescription Pads." The staff person should review the medication and the JFS 01217, "Administration of Medication," prior to allowing the parent to leave.
- The staff people responsible for the child's care should be trained by the parent or a certified professional on any procedures that may need to be performed.
- The program should create a medication bag that includes the following:
  - » The medication (and dosing spoon if needed)
  - » The JFS 01217, "Administration of Medication"
  - » The health care plan

## Monitoring:

- Once a month, using the master tracking log, the administrator should review all the health care plans on file at the program. If a health care plan shows that a medication is needed, the administrator should verify that a JFS 01217, "Administration of Medication," is on file.

# System Four

The program has a plan in place to ensure that staff responsible for children with health conditions are trained by parents or certified health professionals.

## Tracking:

- Each time a health care plan is completed for a child, that fact should be recorded on a master list of all children enrolled in the program who have health care plans. The master list should include the following information:
  - » The name of the child and the child's condition
  - » The hours the child is in attendance
  - » The names of the staff who have been trained by the parent or a certified professional
  - » The hours that the trained staff members are scheduled to work
  - » Whether medication is needed to treat the condition

## Training:

- Each room should have a list of children in that group who have health care plans. Staff responsible for the child must be trained by a parent or a certified health professional in how to treat the child. A staff person must always be available. Immediately upon being trained, each staff person should sign the health care plan to verify that they have been trained.
- Whenever new staff people are hired, their orientation packets should include a list of the children in their care who have health conditions. New employees should schedule time with each parent to learn how to treat those children if the need arises.

## Monitoring:

- Once a month, the administrator should review the master schedule for the following:
  - » The child's scheduled hours of attendance
  - » The scheduled hours of the trained staff member(s) responsible for the child
  - » The signatures on the health care forms of individuals who have been trained
  - » Any changes in staff, as new staff may need to be trained
  - » The schedule of back-up staff who have been trained in the event the child's primary teacher is absent
- If any staff changes require additional employees to be trained, the administrator should contact the parent and schedule the additional training.





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Call 1-877-302-2347, option 4.

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