



Ohio Administrative Code

Rule 5101:2-12-15 Child record requirements for a licensed child care center.

Effective: October 29, 2021

(A) What are the requirements for the JFS 01234 "Child Enrollment and Health Information" for a licensed child care center?

The center shall:

- (1) Have a completed JFS 01234 on file for each child by the first day of attendance.
- (2) Ensure the JFS 01234 is reviewed at least annually by the parent and updated as needed when information changes. The parent and administrator shall initial and date the form when the information is reviewed or updated.
- (3) Send the child's JFS 01234 with any child who is being transported for emergency assistance.
- (4) Maintain a current copy of the completed JFS 01234 for each child in care in a location that can be easily and quickly accessed and removed from the center if there is an emergency that requires the children to be moved to another location.

(B) What are the child medical statement requirements for a licensed child care center?

- (1) The center shall secure and have on file verification of a medical examination for each child. Children who attend a grade of kindergarten and above in an elementary school are exempt from this requirement.
- (2) The medical statement shall be on file at the center within thirty days of the child's first day of attendance and updated every thirteen months thereafter from the date of the examination.
- (3) The medical statement shall contain the following information:



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

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

- (c) A statement that the child has been examined and is in suitable condition for participation in group care.

- (d) The signature, business address and telephone number of the 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.

- (e) A record of the immunizations that the child has had, specifying the month, day and year of each immunization. This record may be an attachment to the medical statement.

- (f) A statement from the physician, PA, APRN, or CNP that the child has been immunized or is in the process of being immunized against the diseases required by division 5104.014 of the Revised Code and found in appendix A to this rule or a statement that the child meets one of the following:
 - (i) A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.

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

 - (iii) A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

- (C) What are the health care plan requirements for caring for children with a specific health condition in a licensed child care center?
 - (1) The JFS 01236 "Medical/Physical Care Plan for Child Care" is to be used for children with a condition or diagnosis that require the following:



- (a) Monitoring the child for symptoms which require the staff to take action.
 - (b) Ongoing administration of medication or medical foods. Medical food means food that is formulated to be consumed under the supervision of a physician, PA, APRN, or CNP and which is intended for the specific dietary management of a disease or condition.
 - (c) Administering procedures which require staff to be trained on those procedures.
 - (d) Avoiding specific food(s), environmental conditions or activities.
 - (e) A school-age child to carry and administer their own emergency medication.
- (2) The center is to:
- (a) Ensure that there is a completed JFS 01236 for each condition per child.
 - (b) Ensure that all child care staff members who are trained to perform the medical procedure have signed the JFS 01236.
 - (c) Ensure that there is at least one child care staff member caring for the child at all times who has signed the JFS 01236 on the child's condition. This includes on-site at field trips.
 - (d) Implement and follow all requirements of each child's JFS 01236.
 - (e) Keep each JFS 01236 in a location that can be easily and quickly accessed, including being removed from the center if there is an emergency that requires the children to be moved to another location.
- (3) The JFS 01236 shall be reviewed by the parent at least annually and updated as needed, including an updated list of trained staff members, if applicable. The parent and administrator shall initial and date the form when the information is reviewed or updated.



(4) The JFS 01236 shall be on file with the center by the first day of attendance or upon confirmation of a health condition.

(5) If the center suspects that a child has a health condition, the center may require a physician's statement within a designated timeframe.

(6) Only staff members trained on the child's needs and required procedures shall be permitted to perform medical procedures or other action needed for a health condition or special need.

(D) What information regarding children's records can be shared?

Children's records shall be confidential but shall be available to the Ohio department of job and family services for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-12 of the Administrative Code. The immunization records shall be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(E) How long are child records to be kept on file at the center?

All child medical statements, JFS 01217 "Request for Administration of Medication for Child Care," JFS 01234 and JFS 01236 as well as all written permission from parents or physicians are to be kept on file for twelve months from the date the form is signed or updated, whichever is later, even if the child no longer attends the program or the form is no longer required for the child.