



## Ohio Administrative Code

### Rule 5101:2-14-07 Emergency and health-related plans for a certified in-home aide.

Effective: November 12, 2023

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(A) What are the medical, dental and general emergency requirements for a certified in-home aide (IHA)?

The IHA is to:

- (1) Have a written plan for medical or dental emergencies on the JFS 01242 "Medical, Dental and General Emergency Plan for Child Care." The plan is to be completed, implemented when necessary and kept in a location that is readily available to the IHA.
- (2) Complete the JFS 01201 "Dental First Aid" and keep in a location readily available to the IHA.
- (3) Have a written emergency and disaster plan that includes brief instructions for evacuations and diagrams with indoor severe weather safe spots and evacuation routes.
- (4) Post severe weather and fire evacuation routes on each level of the home in use for care.
- (5) Conduct monthly fire drills at varying times. Written documentation of these drills is to be kept on-site.

(B) When is the certified IHA to complete the JFS 01299 "Incident/Injury Report for Child Care"?

- (1) The IHA is to complete the JFS 01299 and provide a copy to the parent on the day of the incident/injury if:
  - (a) A child becomes ill or receives an injury in which first aid treatment is applied.
  - (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 IHA, such as a child leaving the home unattended, a vehicle accident with or without injuries, or exposure of children to a threatening person or situation.

(2) Copies of the JFS 01299 are to be kept on file at the home for at least one year and are to be available for review by ODJFS or the county agency.

(C) What is a serious incident?

(1) Death of a child at the home.

(2) An incident, injury, or illness that requires professional medical consultation or treatment for a child.

(3) An unusual or unexpected incident which jeopardizes the safety of a child or IHA in the home where care is taking place.

(D) What does the certified IHA do if there is a serious incident, as defined in paragraph (C) of this rule?

(1) The IHA is to log into <https://oclqs.force.com> by the next business day to report the incident.

(2) This notification does not replace reporting to the county children's protective services agency if there are concerns of child abuse or neglect as outlined in rule 5101:2-14-08 of the Administrative Code.

(3) The IHA may print the completed serious incident report in OCLQS and give to the parent to meet the parent notification requirements in paragraph (B) of this rule.

(4) If the child is transported by anyone other than a parent for emergency treatment, the child's health and medical records as outlined in rule 5101:2-14-06 of the Administrative Code, are to



accompany the child.

(E) What are the emergency and disaster plan requirements for a certified IHA?

The IHA is to:

(1) Develop a dated written emergency and disaster plan that is:

(a) Updated at least annually.

(b) Reviewed with the parent at least annually.

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

(3) The plan is to 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 evacuations due to hazardous materials and spills, gas leaks or bomb threats.

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

(d) Loss of power, water or heat.

(e) Emergencies or disasters that occur during the transport of children or when on a field trip or routine trip.

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

(4) The plan is to include procedures for sheltering in place, disasters and evacuation, including:



- (a) Emergency contact information for the parents and the IHA.
  
- (b) Plan to contact and work with local emergency management officials.
  
- (c) The location of supplies.
  
- (d) Procedures for:
  - (i) Gathering necessary supplies for children.
  
  - (ii) Communicating with parents during loss of communication including loss of phone or internet service.
  
  - (iii) Caring for and accounting for the children until they can be reunited with the parent.
  
  - (iv) Assisting infants and children with special needs and/or health conditions.
  
  - (v) Reunification with parents including procedures for notifying and communicating with parents regarding the location of children if evacuated.