



## Ohio Administrative Code

### Rule 5101:2-18-11 Administering medication and caring for children with special health needs at an approved child day camp.

Effective: April 27, 2023

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(A) What are the requirements for administration of prescription medications and non-prescription medications by an approved child day camp?

The approved child day camp is to:

(1) Ensure that prescription medication is stored in the original container with the prescription label that includes the child's full name, a current dispensing date within the previous twelve months, and exact dosage and directions for use.

(2) Not administer any medication or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date on the form, or after the expiration date on the medication, whichever comes first.

(3) Ensure that non-prescription medications are stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.

(4) Ensure medication dosages administered do not exceed prescribed dosages or the manufacturer's recommended dosages.

(5) Have written permission from the parent for each medication to be administered prior to administering any non-prescription or prescription medication.

(6) Document each administration, including a child's self-administration, of medication or application of topical product, unless the topical product is a non-prescription item including bug spray, sunscreen, hand sanitizer and lip balm. Ensure the documentation includes:

(a) The child's name.



- (b) The child's date of birth.
  - (c) The medication name.
  - (d) The medication dosage.
  - (e) The date the medication was administered.
  - (f) The time the medication was administered.
  - (g) The signature of the person administering the medication.
- (7) Allow school-age children to carry their own emergency medication as long as written permission from the parent is completed and on file at the approved day camp.
- (8) Allow school-age children to carry and use their own topical products including bug sprays, lip balm and sunscreen.
- (B) What are the requirements for storing medication, medical foods and topical products at an approved child day camp?

The approved child day camp shall:

- (1) Safely store all medication, medical foods, and topical products immediately upon arrival at the approved child day camp. Ensure the medication, medical food, or topical product is stored per the requirements on the label in the original container with the child's name affixed.
- (2) Keep medication, medical foods, and topical products out of reach of children, unless a school-age child is permitted to carry their own emergency medication and written permission from the parent is on file at the approved child day camp.
- (3) Refrigerate, in a separate container, medications, medical foods or topical products immediately



upon arrival at the approved child day camp, if needed.

(4) Ensure that medications, medical foods, or topical products are accessible to employees at all times, including on field trips and when children are off-site.

(5) Ensure that medications, medical foods and topical products are removed from the approved child day camp when no longer needed or expired.

(C) What are the requirements for immunization records at an approved child day camp?

(1) A child who is not enrolled in a public or nonpublic school is to have a record of immunizations on file within thirty days of the child's first day of attendance.

(2) The immunization record 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 each immunization.

(c) A statement from 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) that the child has been immunized or is in the process of being immunized against the diseases outlined in division 5104.014 of the Revised Code and found in appendix A to this rule

(3) If a child has not received an immunization(s) against the diseases outlined in division 5104.014 of the Revised Code and found in appendix A to 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.



(D) What if a child has a special need or health condition?

(1) A written medical care plan shall be used for children with a condition or diagnosis that requires specific care and/or intervention by child day camp staff. The written plan shall include the following:

- (a) The symptoms the staff should monitor which may require staff to take action.
- (b) Administering procedures which require staff to be trained on those procedures.
- (c) Avoiding specific food(s), environmental conditions or activities.
- (d) Permission for the child to carry and administer their own emergency medication, if applicable.

(2) The approved child day camp is to:

- (a) Ensure that there is a completed written medical care plan for each condition per child.
- (b) Implement and follow all requirements of each child's medical care plan.
- (c) Ensure that all child day camp staff members who are trained to perform the medical procedure have signed the medical care plan.
- (d) Ensure that there is at least one child care staff member caring for the child at all times who has signed the medical care plan on the child's condition. This includes on-site at field trips.
- (e) Keep the medical care plan in a location that can be easily and quickly accessed at all times, including being removed from the approved child day camp if there is an emergency where the children need to be moved to another location.

(3) The written medical care plan shall be on file with the approved child day camp by the first day of attendance or upon confirmation of a health condition.



(4) If the approved child day camp suspects that a child has a health condition, the camp may require a physician's statement within a designated timeframe.

(5) 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 a special need.

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

Children's medical records shall be kept confidential, but shall be available to the Ohio department of job and family services (ODJFS) for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-18 of the Administrative Code. The immunization records are to be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(F) How long are child records to be kept on file by the approved child day camp?

All child medical statements, 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 approved child day camp or the form is no longer needed for the child.