

# Please Read Important Information

## Meeting Compliance with Proposed Increased Regulations for Public Hearing on July 7, 2010

### Licensing Regulations Governing Pinellas County Children's Centers

**Please note that exact wording and further information can be found in the attached white packet. This is merely a summary of the proposed increases.**

#### **I. Personnel**

- C. Training Requirements
  - 7. Child care personnel . . .

Child care personnel in compliance with the school-age Training Requirements will have 120 days to complete Child Growth and Development, Behavior Observation and Screening and an approved 5 hour literacy course if they have not already done so as part of their school-age training requirements.

**How to maintain compliance:** If you hire someone in a children's center that has previously worked at and satisfied the requirements for training at a school age center, but they do not have the training required to work at a children's center, they will have 120 days from the date of hire indicated on their employment application to sit through training or take the competency test for the above named modules. A Training Transcript should be placed in their personnel file documenting completion dates. If they choose to sit through the trainings, then the hours will count toward the 10 hour annual in-service training requirement.

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#### **I. Personnel**

- C. Training Requirements
  - 11. School-age child care personnel . . .

School-age child care personnel in compliance with the children's center Training Requirements will have 120 days to complete School Age Appropriate Practices if they have not already done so as part of their children's center training requirements.

**How to maintain compliance:** If you hire someone in a school-age center that has previously worked at and satisfied the requirements for training at a children's center, but they do not have the training required to work at a school-age center, they will have 120 days from the date of hire indicated on their employment application to sit through training or take the competency test for the above named module. A Training Transcript should be placed in their personnel file documenting completion dates. If they choose to sit through the training, then the hours will count toward the 10 hour annual in-service training requirement.

## **V. Records**

- A. Facility Records
  - 8. Medication

All medications must have child resistant caps, if applicable, and must be stored separately and locked out of a child's reach.

**How to maintain compliance:** Any medication that is brought to the facility should be stored in a locked area. This can be done such as with a locked box in a refrigerator, a locked cabinet designated to store medication. No medication can be left on a shelf, left in the refrigerator, or left in an unlocked cabinet.

In the event of a medical emergency, and with prior parental/legal guardian consent, non-prescription medication that has not been provided by the parent/legal guardian can be dispensed with medical personnel direction. If dispensed, it must be documented in the child's file and the parent/legal guardian must be notified on the date that it was administered.

**How to maintain compliance:** Obtain parental/legal guardian permission to administer non-prescription medication in the event of an emergency, and if directed to do so by medical personnel. Keep that permission in the child's file. If an emergency occurs, contact medical personnel to determine what medication should be administered and at what dose. Document the child's name, the medication given, the amount and who directed you to administer the medication. Have the parent/legal guardian sign and date this document, indicating notification on the date of occurrence. Document on the same form if you called the parent to notify them that the medication was administered. Maintain this documentation as you would any information regarding the dispensing of medication and have it available for review by your licensing specialist.