Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—School-Age Programs.

28-4-592. Safety and emergency procedures; reporting requirements.

(a) Telephone.

(1) Each applicant with a temporary permit and each licensee shall ensure that there is a working telephone readily available to the applicant with a temporary permit or licensee and staff members to receive all incoming calls and make outgoing calls during all hours of operation.

(2) Each applicant with a temporary permit and each licensee shall post emergency telephone numbers for the police, fire department, ambulance, hospital or hospitals, and poison control center next to the telephone, or shall have the numbers immediately accessible to staff members.

(b) Emergency plan; drills.

(1) Each applicant with a temporary permit and each licensee shall develop and implement an emergency plan to provide for the safety of children and staff members in emergencies including natural disasters and human caused events. The emergency plan shall include the following information:

(A) Procedures for emergencies likely to occur on or near the premises, including a fire, a weather-related event, a missing or runaway child, a chemical release, a utility failure, an intruder, a lockdown, an act of terrorism, and an unscheduled closing;

(B) a designated shelter-in-place area and a designated off-premises relocation site and evacuation routes for each area and for each site;

(C) procedures to meet the needs of individual children, including each child with special health care needs;

(D) procedures for responding to and preventing allergic reactions of individual children;

(E) procedures for notifying each parent or adult responsible for a child of any

off-premises relocation;

(F) procedures for reuniting each child with the parent or adult responsible for the child;

(G) procedures for continuity of operations, including backing up or retrieving health and other records required to be on file; and

(H) procedures designating the tasks to be followed by each staff member in an emergency, including the following:

(i) As appropriate, contacting 911 or other emergency response entities;

(ii) assisting the children, including children with special health care needs, to move to a designated shelter-in-place area and to a designated off-premises relocation site; and

(iii) ensuring that emergency supplies are readily available.

(2) Each emergency plan shall be kept on file on the premises.

(3) Each applicant with a temporary permit and each licenseeshall ensure that the emergency plan is provided to the parent or adult responsible for the child before the first day the child begins attending the program.

(4) Each staff member shall follow the emergency plan.

(5) Each applicant with a temporary permit and each licensee shall review the emergency plan at least annually and update it as needed.

(6) Each applicant with a temporary permit and each licensee shall ensure that each staff member and volunteer practices, at least annually, the procedures for assisting the children to move to a designated shelter-in-place area and to a designated off-premises relocation site. The date and time of each practice and a list of all participating staff members shall be recorded and kept on file on the premises.

(7) Each applicant with a temporary permit and each licenseeshall ensure that each staff member, volunteer, and child participate in the following drills:

(A) Fire drills shall be conducted monthly. A record of the date and time of each fire drill and a record of each evacuation time shall be kept on file on the premises for one year.

(B) Tornado drills shall be conducted monthly. A record of the date and time of each tornado drill and a record of each evacuation time shall be kept on file on the premises for one year.

(c) First-aid kit.

(1) Each applicant with a temporary permit and each licensee shall maintain first-aid supplies in a first aid kit, carrying case, box, or other container.

(2) The first-aid supplies shall include the following:

(A) First-aid manual;

(B) single-use gloves;

(C) adhesive bandages of assorted sizes;

(D) adhesive tape;

(E) a roll of sterile gauze;

(F) sharp scissors;

(G) sterile gauze squares at least four inches by four inches in size;

(H) a cleansing agent or liquid soap;

(I) an elastic bandage;

(J) tweezers; and

(K) a bottle of water for washing and cleansing.

(d) Standard precautions for handling blood and other bodily fluids or waste. Each applicant with a temporary permit and each licenseeshall ensure that each staff member complies with the following standard precautions when handling blood and other bodily fluids or waste:

(1) Each staff member shall avoid coming into direct contact with blood and other bodily fluids or waste.

(2) Each staff member shall wear single-use gloves in the following situations:

(A) When cleaning contaminated surfaces or areas;

(B) before dressing a cut or sore that is leaking body fluids; and

(C) when cleaning up each spill, including urine, feces, blood, saliva, vomit, and tissue discharge.

(3) Each contaminated surface or area on which a spill occurs shall be cleaned by removing any visible spill from the surface or area with a water-saturated disposable paper towel or wipe. After the surface or area has been cleaned, the surface or area shall be disinfected by wetting the entire surface or area with a disinfectant solution of chlorine bleach mixed according to the directions on the label, or an appropriate commercial disinfectant used according to the directions on the label.

(4) Each mop used to clean up a contaminated area shall be cleaned and rinsed in a disinfecting solution, wrung as dry as possible, and hung to dry.

(5) Each paper towel, sponge, or other material used for cleaning up a contaminated area shall be placed in a plastic bag with a secure tie and thrown away in a covered container.

(e) Emergency medical care.

(1) If a child needs emergency medical care and is taken to an emergency care source, each applicant with a temporary permit and each licensee shall ensure that the parent or adult responsible for the child is notified immediately and shall make the documents and information specified in K.A.R. 28-4-582(c)(1)(A) through (c)(1)(D) immediately available to emergency care personnel.

(2) If the applicant with a temporary permit or licensee has been unable to obtain the necessary documents, the applicant with a temporary permit or licensee shall follow the plan as specified in K.A.R. 28-4-582.

(3) A staff member shall accompany a child to the source of emergency care and shall remain with the child until a parent or other responsible adult assumes responsibility for the child. When a staff member goes to the source of emergency care with a child, the applicant with a temporary permit or licensee shall ensure that there is an adequate number of staff members available to supervise the remaining children in the program.

(f) Reporting illnesses.

(1) If a child becomes ill while attending the program, the applicant with a temporary permit or licensee shall immediately notify the parent or adult responsible for the child.

(2) If an applicant with a temporary permit or licensee, staff member, or child in a program contracts a reportable infectious or contagious disease listed in K.A.R. 28-1-2, the applicant with a temporary permit or licensee shall report the disease to the secretary's designee by the next working day.

(3) The applicant with a temporary permit or licensee shall follow the protocol recommended by the local health department and shall cooperate fully with any investigation, disease control, or surveillance procedures initiated by the local health department or the department.

(g) Reporting critical incidents.

(1) Each applicant with a temporary permit and each licensee shall report the following critical incidents immediately to each parent or adult responsible for a child affected by the critical incident, on a form provided by the department:

(A) Fire damage or other damage to the building, or damage to the property that affects the structure of the building or safety of the children;

(B) a vehicle collision involving children;

(C) a missing child;

(D) emergency safety intervention of a child by staff members;

(E) the injury of a child that requires treatment by a healthcare professional;

(F) the injury to a child by any animal;

(G) the death of a child or staff member; and

(H) any other incident that jeopardizes the safety of any child.

(2) Each applicant with a temporary permit and each licenseeshall report each critical incident specified in paragraph (g)(1) to the department by the next working day, on a form provided by the department. A copy of each critical incident report shall be kept on file for not less than one year on the premises or at a designated central office location.

(3) Each applicant with a temporary permit and each licenseeshall ensure that a report is made to the department of all known facts concerning the time, place, manner, and circumstances of the death of a child attending the program when submitting a critical incident report as specified in paragraph (g)(1).

(h) Reporting suspected child abuse or neglect. Each applicant with a temporary permit, each licensee,and each staff member shall report to the Kansas department for children and families or to law enforcement any suspected child abuse or child neglect within 24 hours.

(Authorized by and implementing K.S.A. 2025 Supp. 65-508; effective, T-28-4-1-02, April 1, 2002; effective Jan. 10, 2003; amended June 23, 2017; amended Sept. 4, 2026.)

***** Authenticated Kansas Administrative Regulation *****