



Statement of Philosophy

To ensure the safety of children in care by preventing access to staff personal belongings and medications. This policy complies with Virginia childcare licensing regulations requiring that medications be stored locked and inaccessible to children unless otherwise permitted by regulation or medical necessity.

Policy:

1. Personal Belongings

- All personal belongings (bags, purses, backpacks, coats, keys, etc.) must be stored in designated staff areas that are inaccessible to children at all times.
- Personal items must not be placed in classrooms, play areas, hallways, children's cubbies, or any accessible areas.

2. Storage of Staff Personal Medications

- All personal medications that are not classified as emergency medications must be stored locked and completely inaccessible to children. *Staff are highly encouraged, whenever possible, to take personal medications before or after work hours so that on-site storage is not necessary.*
- Medications may not be stored or handled in areas where children eat, sleep, or play.
- If a staff medication requires refrigeration and is stored in a refrigerator used for food, it must be kept in a locked container within a clearly defined area, away from food.

3. Medications Needed During Work Hours

- If staff must take medication during working hours, the medication must be taken in a private location away from children such as:
 - a staff restroom
 - a staff kitchen or break area not in use by children

Staff Personal Belongings & Medication Storage



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- the staff member's personal vehicle
- Medications may not be removed from their original labeled containers in areas where children are present.
- Staff medications must be stored separately from the medications prescribed for the children in the program.

4. Emergency Staff Medications

- Emergency medications (such as epinephrine auto-injectors or prescribed rescue inhalers) may be kept readily accessible to the staff member but must:
 - remain in their original labeled container
 - be secured out of the reach of children at all times
 - be immediately accessible to the staff member in an emergency

5. Prohibited Practices

- No medication may be left on counters, shelves, desks, cubbies, or tables.
- No medication may be stored in classrooms or program areas unless approved emergency medication procedures are followed.

Procedures:

1. Upon arrival, staff must immediately store personal belongings in designated secured or locked staff storage spaces.
2. Staff personal medications must be placed in a locked cabinet, locker, or secured location inaccessible to children.
3. Staff requiring medication during their shift must take the medication in an approved private area away from children.
4. Supervisors will monitor compliance through regular checks.
5. Violations of this policy will be addressed according to Kids Central, Inc. personnel policies and corrective action procedures.



Employees' Responsibilities:

- Employees are responsible for acknowledging they have received, read, and understand the **Kids Central, Inc. Staff Personal Belongings and Medication Storage Policy** and agree to follow the policy and procedures listed.

Supervisor's Responsibilities:

- Supervisors are responsible for encouraging staff to reread this policy whenever they have a question or need clarification of the policy.
- Monitoring and enforcement of policy and procedures.

Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

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Staff Acknowledgment Form

Kids Central, Inc.

Staff Personal Belongings and Medication Storage Policy Acknowledgment

I acknowledge that I have received, read, and understand the **Kids Central, Inc. Staff Personal Belongings and Medication Storage Policy**. I understand that:

- I must store all personal belongings in approved staff storage areas, inaccessible to children.
- All personal medications must be stored locked and inaccessible to children unless they are approved emergency medications.
- Medications required during work hours must be taken only in private areas away from children.
- Emergency medications must remain in their original containers, be secured out of reach of children, and remain readily accessible to me.
- I am responsible for following this policy at all times.
- Failure to comply may result in disciplinary action in accordance with Kids Central, Inc. policies.

By signing below, I agree to comply with this policy.

Employee Name (Print): _____

Employee Signature: _____

Position/Title: _____

Program/Location: _____

Date: _____