

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Staffing- Staff training

Chapter:

10

Effective Date:

10/25/1999

Revision Date:**Policy Number:**

10-112-008

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Prior to working with children, each staff person who will have regular and significant direct contact with children, including part-time and temporary staff persons and volunteers, shall have an orientation to the person's specific duties and responsibilities and the policies and procedures of Keystone, including reportable incident reporting, discipline, care and management of children, medication administration and use of restrictive procedures.
2. Prior to working alone with children and within 120 calendar days after the date of hire, the director of each full-time and temporary staff person who will have regular and significant direct contact with children, shall have at least 30 hours of training to include at least the following areas:
 - The requirements of this policy manual.
 - 23 Pa. C. S. 6301-6385 (relating to child protective services law) and Chapter 3490 (relating to child protective services).
 - Fire safety
 - First-aid, Heimlich techniques, cardiopulmonary resuscitation and universal precautions.
 - Crisis intervention, behavior management and suicide prevention.
 - Health and other special issues affecting the population.
3. If a staff person has completed the training within 12 months prior to the staff person's date of hire, the requirement for training does not apply.

4. After initial training, the director and each full-time, part-time and temporary staff person, who will have regular and significant direct contact with children, shall have at least 40 hours of training annually relating to the care and management of children. This requirement for annual training does not apply for the initial year of employment.
5. Each staff person who will have regular and significant direct contact with children shall complete training in first aid, Heimlich techniques and cardiopulmonary resuscitation at least every year. If a staff person has a formal certification from a recognized health care organization which is valid for more than 1 year, retraining is not required until expiration of the certification.
6. Training in first aid, Heimlich techniques and cardiopulmonary resuscitation shall be completed by an individual certified as a trainer by a hospital or other recognizes health care organization.
7. Training in fire safety shall be completed by a fire safety expert or, in Keystone facilities serving 20 or fewer children, by a staff person trained by a fire safety expert. Video tapes prepared by a fire safety expert are acceptable for the training if accompanied by an onsite staff person trained by a fire safety expert.
8. A record of the training including the person trained, date, source, content, length of each course and copies of any certificates received, shall be kept.

DISCUSSION: