



Kansas Department for Health and Environment (KDHE)
Health and Safety/Professional Development Training
 A Guide to Recording Your Training Experiences
School Age Programs

Updated: 12/7/2018

K.A.R. 28-4-587. Staff member qualifications; professional development training; staffing requirements
Professional Development Training

Mission and Goals of the Program			
Course Title	Hours	Training Organization	Completion Date
Licensing Regulations Governing School-Age Programs			
Course Title	Hours	Training Organization	Completion Date
Program Policies and Practices			
<ul style="list-style-type: none"> • Including Security and Behavior Management 			
Course Title	Hours	Training Organization	Completion Date
Program of Activities			
Course Title	Hours	Training Organization	Completion Date



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Supervision of Children and Youth <ul style="list-style-type: none"> Including any special needs and known allergies 			
Course Title	Hours	Training Organization	Completion Date
Confidentiality			
Course Title	Hours	Training Organization	Completion Date
Recognizing and Reporting Symptoms of Illness, Child Abuse, Child Neglect, and Critical Incidents			
Course Title	Hours	Training Organization	Completion Date
Prevention and Control of Infectious Diseases <ul style="list-style-type: none"> Including immunizations 			
Course Title	Hours	Training Organization	Completion Date



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Prevention of and Response to Emergencies Due to Food and Allergic Reactions			
Course Title	Hours	Training Organization	Completion Date
Premises Safety			
<ul style="list-style-type: none"> Including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic 			
Course Title	Hours	Training Organization	Completion Date
Emergency Preparedness and Response Planning			
<ul style="list-style-type: none"> Emergencies resulting from a natural disaster or a human-caused event, including violence at a premises 			
Course Title	Hours	Training Organization	Completion Date
Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-Contaminants			
<ul style="list-style-type: none"> Including blood and other bodily fluids or waste 			
Course Title	Hours	Training Organization	Completion Date



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Precautions when Transporting Children and Youth			
<ul style="list-style-type: none">If transportation is provided			
Course Title	Hours	Training Organization	Completion Date

K.A.R. 28-4-590. Health-related requirements

Administering Medication			
<ul style="list-style-type: none">If nonprescription or prescription medication is administered, each operator shall designate staff members to administer the medication. Before administering medication, each designated staff member shall receive training in medication administration approved by the secretary.			
Course Title	Hours	Training Organization	Completion Date



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

First Aid and Cardiopulmonary Resuscitation (CPR)

- Each operator shall ensure at least one staff member on the premises who is readily available to each child or youth at all times and who has current certification in first aid and a current certification in CPR appropriate to the age of children and youth attending the program.

Pediatric First Aid				
Course Title	Hours	Training Organization	Completion Date	Expiration Date

Pediatric Cardiopulmonary Resuscitation (CPR)				
Course Title	Hours	Training Organization	Completion Date	Expiration Date



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Ongoing Professional Development Training

“Why did I choose this training?”

- | | |
|--|---|
| A. Expands on initially required training topic(s) | E. Applies to initial CDA training requirements |
| B. Related to an Individualized Professional Development Plan (IPDP) | F. Applies to CDA renewal training requirements |
| C. Job requirement | G. Other (explain) |
| D. Interest/new information | |

Licensure Year	Course Title	Hours	Training Organization	Completion Date	“Why did I choose this training?”