**Section 220.1700 Policies and Procedures**

a) The licensee shall have policies and procedures that implement and are consistent with the provisions of this Part.

b) The licensee shall have infection control policies and procedures, which shall include at least the following:

1) Compliance with the Department's Control of Communicable Diseases Code (77 Ill. Adm. Code 690);

2) The use of universal precautions and isolation techniques;

3) A continuing program of instruction for all personnel on the mode of spread of infections; and

4) Posted handwashing techniques.

c) The licensee shall provide for the registration and disposition of complaints without threat of discharge or other reprisal against any employee, volunteer, participant or participant's representative.

d) The licensee shall have policies covering disaster preparedness, including a written plan for staff and children to follow in case of fire, explosion, severe weather, earthquakes or other hazardous circumstance or emergency.

1) All personnel shall be trained in the proper use of a fire extinguisher.

2) All personnel shall be trained in the evacuation plan.

e) The licensee shall develop, with the approval of the medical director, policies and procedures to be followed during various medical emergencies. The types of medical emergencies addressed should be based on the needs of the participants being served and may include, but are not limited to, foreign body aspiration, poisoning, allergic reactions, asthma, convulsions, insulin shock, and acute respiratory distress.

f) The licensee shall develop policies and procedures concerning the transportation of non-resident participants.

g) The licensee shall develop policies and procedures concerning the handling of participants' funds. Such policies and procedures shall be at least as stringent as those set forth in Section 2-201 of the Nursing Home Care Act [210 ILCS 45/2-201].

h) The licensee shall develop policies and procedures concerning the role and level of supervision of students and interns in the operation of the Model and the care of participants.