



## Center Licensing Inspection Full Report

All licensed child care programs are inspected at least once each year. Non-compliances are documented and grouped as Serious, Moderate or Low risk violations. Documenting statements and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. For any other child care records, please contact the Child Care Help Desk at 1-877-302-2347, option 4.

| Program Details   |                                      |                                   |                   |
|---|--------------------------------------|-----------------------------------|-------------------|
| Program Name<br>Little Fingers Little Toes Childcare Center | Program Number<br>2200022533         | Program Type<br>Child Care Center |                   |
| Address<br>676 Mentor Ave painesvillie<br>OH<br>44077       |                                      | County<br>LAKE                    |                   |
| Inspection Information                                      |                                      |                                   |                   |
| Building Approval Date<br>08/05/2020                        | Use Group/Code<br>E                  | Occupancy Limit<br>51             | Maximum Under 2 ½ |
| Fire Inspection Approval Date<br>01/15/2025                 | Food Service Risk Level<br>Level III |                                   |                   |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>03/17/2025 | Begin Time<br>10:10 AM   | End Time<br>12:53 PM             |
| Reviewer:<br>Tamela Green     |                          |                                  |

| Summary of Findings      |                                      |                       |                        |                   |
|--------------------------|--------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>10 | No. Serious Risk<br>0 | No. Moderate Risk<br>1 | No. Low Risk<br>9 |

| License Capacity and Enrollment at the Time of Inspection |                  |            |           |       |
|---|------------------|------------|-----------|-------|
| Age Group   | License Capacity | Enrollment |           |       |
|   | Totals           | Full Time  | Part Time | Total |
| Infant ( Birth to < 18 m)                                 |                  | 3          | 0         | 3     |
| Young Toddler   |                  | 6          | 0         | 6     |
| <b>Total Under 2 ½ Years</b>                              | 21               | 9          | 0         | 9     |
| Older Toddler   |                  | 2          | 0         | 2     |
| Preschool   |                  | 13         | 0         | 13    |
| School Age  |                  | 0          | 9         | 9     |
| <b>Total Capacity/Enrollment</b>                          | 36               | 15         | 9         | 33    |

| Staff-Child Ratios at the Time of Inspection |                 |                |         |
|--|-----------------|----------------|---------|
| Group  | Age Group/Range | Ratio Observed | Comment |
|  |                 |                |         |

|         |                          |        |                                     |
|---------|--------------------------|--------|-------------------------------------|
| prek    | 3 years to < 4 years     | 1 to 4 | at arrival 2 preschool 2 school age |
| prek    | 3 years to < 4 years     | 1 to 4 | at lunch 2 preschool 2 school age   |
| infants | 12 months to < 18 months | 1 to 1 | At lunch                            |
| infants | 12 months to < 18 months | 1 to 1 | at arrival                          |
| Toddler | 18 months to < 30 months | 1 to 3 | at lunch                            |
| Toddler | 18 months to < 30 months | 1 to 3 | at arrival                          |

### Summary of Non-Compliances

*If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

#### Serious Risk Non-Compliances

**No Serious Risk Non-Compliances were observed during this inspection**

#### Moderate Risk Non-Compliances

##### Domain: 09 Children's Files

Rule: 5180:2-12-15 Medical/Physical Care Plans

Code: The program is required to have a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file at the program for any child having a health condition and must implement and/or follow instructions on the plan. The program is required to have staff trained to perform the procedures on the JFS 01236 "Child Medical/Physical Care Plan for Child Care" present at the program when the child requiring the procedure is onsite. Only staff who have been trained shall be permitted to perform the procedures listed on the JFS 01236.

Finding: In review of the children's records, it was determined the program did not meet the requirements for caring for at least one child, indicated on the Children Records Review, with a condition that requires a JFS 01236 "Child Medical/Physical Care Plan" as noted in number(s) 1,38 below:

1. No plan was on file.

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2. Child's name was missing.

3. Name of the condition was missing.

4. Indication if medication or medical food is required was missing.

5. Signs, symptoms or situations that require staff to take action were missing.

6. Activities, foods, environmental conditions to avoid were missing.

7. Training instructions for procedures for staff to follow were missing or incomplete.

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8. Child's name was missing or not attached.

9. Child's date of birth was missing or not attached.

10. Child's weight was missing or not attached.

11. Name of the medication/medical food was missing or not attached.

12. Dosage of medication/medical food to be administered was missing or not attached.

13. Time for medication/medical food to be administered was missing or not attached.

14. Expiration date for medication/medical food was missing or not attached.

15. Symptoms that require staff to administer medication/medical food were missing or not attached.

16. Specific instructions to administer the medication/medical food were missing or not attached.

17. Actions to be taken if the symptoms do not subside were missing or not attached.

18. Physician's signature was missing or not attached.

19. The date of the physician's signature was missing or not attached.

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20. Child's name was missing.

21. Instructions regarding emergency evacuation, if applicable, were missing.

22. Signature of parent granting permission to implement the plan and verifying training was missing.

23. Date of parent signature was missing.

24. Certified Professional Trainer information was missing.

25. Signature of certified professional who trained the program staff was missing, if parent was not the trainer.

26. Date of trainer signature was missing.

27. Printed name(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.

28. Signature(s) of child care staff member(s) who have received instructions for care and/or have been trained to perform the procedure were missing.

29. Date of staff signature was missing.

30. Administrator/Provider signature was missing

31. Date of administrator/Provider was missing.

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32. Child's name was missing.

33. Name of medication or medical food was missing.

34. Date the medication/medical food was administered was missing.

35. Time medication/medical food was administered was missing.

36. Dosage of medication/medical food that was administered was missing.

37. Signature of person administering medication/medical food was missing.

38. The plan was not followed or implemented.

39. The plan was not able to be implemented due to conflicting information.

40. None of the child care staff members trained in the procedures on the JFS 01236 were onsite when a child requiring the plan was present.

41. Child care staff members trained in the procedures on the JFS 01236 were not scheduled to be present the entire the time the child requiring the plan was onsite.

42. None of the child care staff members trained in the procedures on the JFS 01236 accompanied the child requiring the plan during a trip.
43. A child care staff member who had not been trained in the procedures on the JFS 01236 performed the procedure.
44. Medication listed in the procedures to follow was not onsite available to administer as instructed and alternate instructions for this situation were not included on the plan.

Provide staff training. Submit the program's corrective action plan, which includes a copy of the completed JFS 01236, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

#### Low Risk Non-Compliances

##### Domain: 00 License & Approvals

Rule: 5180:2-12-04 Food Service Requirements

Code: The program is required to maintain their food license and not allow it to expire.

Finding: During the inspection, it was determined that the posted food service license had expired. A current food service license must be obtained. Submit the program's corrective action plan, which includes a copy of the updated food service license, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

##### Domain: 02 Safe & Sanitary Environment

Rule: 5180:2-12-12 Safe Equipment

Code: The program is required to use equipment, that is safe and hazard free, according to the manufacturer's guidelines. Fans, air conditioners, heat pumps, and space heaters must be inaccessible to children. The program is required to refrain from using trampolines, ball pits and inflatable equipment intended for climbing and bouncing, including but not limited to slides and bounce houses.

Finding: During the inspection, equipment was determined to be unsafe, hazardous to children, or in need of repair as noted in number(s) 3 below:

1. Manufacturer's guidelines for the [ ] were not followed in that [ ].
2. The straps were missing on the [ ]
3. The straps were attached, but were not used on the toddler high chair.
4. The straps were attached and were used, but were not used in a safe manner.
5. The equipment had sharp points or corners.
6. The equipment had splinters.
7. The equipment had protruding nails.
8. The equipment had loose or rusty parts.
9. The equipment had paint which contains lead or other poisonous materials.
10. The equipment had hazardous features.
11. A fan was unstable and could easily tip over.
12. A fan had openings a finger could enter.
13. The pipes from the heat pump felt hot to the touch
14. A space heater felt hot to the touch
15. The position of a space heater was a tripping hazard
16. The air conditioning unit was not enclosed and was accessible to children on the playground.
17. A ball pit, trampoline, inflatable bounce house, inflatable slide, or inflatable equipment used for climbing and bouncing was used.
18. Other [ ].

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

**Domain: 05 Health & Safety**

Rule: 5180:2-12-22 Meal and Snack Requirements

Code: The program is required to obtain written approval from a licensed physician if a child is to have a food group eliminated from their diet.

Finding: During the inspection, it was determined that an entire food group was eliminated for a child, and written instructions from a licensed physician were not file. Refer to the Children Records Review for the names of children who do not have these instructions on file. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 05 Health & Safety**

Rule: 5180:2-12-22 Meal and Snack Requirements

Code: The program is required to provide food that does not pose as a choking hazard and is appropriate for the age of the children.

Finding: During the inspection, it was determined that the toddler group was served ,hot dogs cut into rings which posed a choking hazard. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 07 Diapering & Infant Care**

Rule: 5180:2-12-23 Infant Daily Care

Code: The program is required to provide a daily written record for each infant in care to the parents when picking up the infant each day.

Finding: During the inspection, it was determined that the written record used to document infant routines and activities did not meet the requirements as noted in number(s) 5 below:

1. A daily written record was not provided to the parent or person picking up the infant on a daily basis.
2. Food intake was missing.
3. Sleeping patterns was missing.
4. Times and results of diaper changes was missing.
5. Information about daily activities was missing.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 07 Diapering & Infant Care**

Rule: 5180:2-12-23 Infant Bottle and Food Preparation

Code: The program staff is required to label bottles containing formula or breast milk.

Finding: During the inspection, it was determined that bottles containing [breast milk/formula] for a particular infant were not labeled with the date of preparation. Technical assistance was provided at the time of the

inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 08 Staff Files**

Rule: 5180:2-12-08 Child Care Staff Member Educational Requirements

Code: The program staff is required to have educational verification on file at the program.

Finding: In review of the staff records, it was determined that verification of a high school education for the child care staff member(s) listed on the Employee Record Chart, did not meet the requirements as listed in number(s) 1 below:

1. Verification of completion of a high school education was not on file.
2. Documentation was incomplete or not on file for a high school junior or senior who is enrolled in a career-technical program.
3. Documentation was not on file for a high school junior or senior who is also enrolled in a college credit program in child development or early childhood education.
4. Documentation was not on file for a high school junior or senior who is enrolled in a Child Development Associate (CDA) training program.

Submit the program's corrective action plan, which includes a copy of the education verification, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

**Domain: 09 Children's Files**

Rule: 5180:2-12-15 Child Medical and Enrollment Records

Code: The program is required to have a completed medical on file at the program for each child enrolled.

Finding: In review of 25% of the children's records, it was determined that completed medical statements were not on file, as required, for children listed on the JFS Children's Record Review For Child Care as indicated in number(s) 2 below:

1. No medical was on file for at least one child
2. Medical(s) on file was not updated every 13 months
3. Medical(s) were missing child's name and date of birth
4. Medical(s) were missing the date of the medical examination

5. The date of the exam was more than 13 months prior to the date the form was signed.
6. Medical(s) were missing a statement that the child has been examined and is in suitable condition for participation in group care
7. Medical(s) were missing the signature, business address and telephone number of the physician, physician's assistant(PA), advance practice nurse (APN) or certified nurse practitioner (CNP) who examined the child
8. Medical(s) were missing a record of immunizations the child has had specifying month, day and year
9. Medical(s) were missing a statement from the physician, PA, APN, or CNP that the child has been immunized or is in the process of being immunized against the diseases required by division 5104.014 of the Revised Code and found in appendix A to this rule
10. Medical(s) were missing a statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions
11. Other [ ]

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

**Domain: 10 Written Policies & Procedures**

Rule: 5180:2-12-16 Written Disaster Plan

Code: The program is required to train child care staff members and employees on the written disaster plan annually and keep written documentation of the training on-site.

Finding: During the inspection, it was determined the program's written disaster plan did not meet the requirement for training child care staff members and employees on the plan annually as noted in number(s) 1,2 below:

1. Child care staff members and employees were not trained annually.
2. Written documentation of the training was not kept on file.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 04/16/2025

**Rules In-Compliance/Not Verified**

| Rule   | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5180:2-12-02 License Posted                                    | Compliant |   |
| Rule: 5180:2-12-04 Building Department Inspection              | Compliant | Documenting Statement: A copy of the certificate of occupancy was available on-site for review.   |
| Rule: 5180:2-12-02 Current Information                         | Compliant | Documenting Statement: The program had current information entered in the Ohio Child Licensing and Quality System (OCLQS).  |
| 5180:2-12-03 Inspection Requirements                           | Compliant |   |
| Rule: 5180:2-12-04 Fire Inspection                             | Compliant | Documenting Statement: Please Note: Documentation of a fire inspection without any uncorrected violations must be secured for the program. Secure a new fire inspection by 1/15/2026. |
| Rule: 5180:2-12-07 Administrator Qualifications                | Compliant | Documenting Statement: The administrator has until 7/8/2026 to complete the rules review course.  |
| Rule: 5180:2-12-07 Administrator Responsibilities/Requirements | Compliant | Documenting Statement: The administrator's hours of availability to meet with parents were posted in a noticeable location.   |

| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5180:2-12-07 Written Program Policies and Procedures          | Compliant | Documenting Statement: No changes have been made to the written policies and procedures since it was last approved by this Department.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-08 Medical Statement                                | Compliant | Documenting Statement: All employees had current medical statements on file.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-08 Orientation Training & Whistle Blower Protection | Compliant | Documenting Statement: On the day of the inspection, all child care staff members had met orientation training requirements.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-10 Health Training Requirements                     | Compliant | Documenting Statement: The program had at least one Child Care Staff Member with currently valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Prevention present and readily accessible during all hours of operation. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-10 Professional Development Requirements            | Compliant | Documenting Statement: At the time of the inspection, all child care staff members had completed the required amount of professional development training.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-11 Indoor Space Requirements                              | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |

| 5180:2-12-11 Separation of Children Under 2 1/2 Years       | Compliant |  |
|---|-----------|--|
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-11 Outdoor Space Requirements               | Compliant | Documenting Statement: The outdoor play area is separated from traffic and other hazards by a fence.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-11 Outdoor Play Equipment                   | Compliant | Documenting Statement: Outdoor equipment was viewed to be safe and free of rust, sharp points, and other hazards.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-11 Outdoor Play Fall Zones                  | Compliant | Documenting Statement: The protective material used under outdoor equipment was wood chips.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-12 Safe Environment                         | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-13 Sanitary Equipment and Environment       | Compliant | Documenting Statement: On the day of the inspection, the program provided a clean environment in accordance with Appendix A of this rule, which included the furniture, materials and equipment. |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Handwashing Requirements                       | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5180:2-12-13 Smoke Free Environment                         | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-14 Transportation and Field Trip Procedures | Compliant | Documenting Statement: The driver(s) had current and valid training in first aid, management of communicable disease, and CPR.   |

| Rule: 5180:2-12-14 Transportation and Field Trip Procedures    | Compliant | Documenting Statement: The program uses the ODJFS sample trip permission form for routine trips to secure written permission from parents or guardians.  |
|--|-----------|--|
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-14 Transportation - Driver Requirements        | Compliant | Documenting Statement: The driver(s) had completed the required ODJFS driver training.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-14 Transportation - Vehicle Requirements       | Compliant | Documenting Statement: An annual safety check of the vehicle(s), using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, was verified and dated 8/23/2024 for Dodge VIN#69152 |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-16 Medical, Dental, and General Emergency Plan | Compliant | Documenting Statement: On the day of the inspection, the complete prescribed JFS 01242 "Medical, Dental, and General Emergency Plan For Child Care" were posted in the program as required.        |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-16 Emergency Drills                            | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-16 First Aid/Standard Precautions              | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.   |
| Rule   | Status    | Documenting Statement(s), If applicable  |
| Rule: 5180:2-12-16 Management of Communicable Disease          | Compliant | Documenting Statement: The JFS 08087 "Communicable Disease Chart" was posted and was readily available to staff and parents.   |

|   |               |   |
|---|---------------|---|
| Rule: 5180:2-12-16 Management of Communicable Disease | Compliant     | Documenting Statement: The program staff stated parents were informed when their child had any exposure to a contagious illness by number 1 below:<br><br>1. A posted notice;<br>2. Verbal communication;<br>3. A written notice sent home;<br>4. A note posted on the classroom door;<br>5. Other [ ]. |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-16 Incident/Injury Reporting                | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-17 Materials and Equipment            | Compliant     | Documenting Statement: Sufficient equipment was observed in all categories.   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-17 Daily Schedule                     | Compliant     | Documenting Statement: Daily schedules were observed posted.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-18 Attendance Records                 | Compliant     | Documenting Statement: During the inspection, attendance records were reviewed. Child Care Staff Members were viewed recording the attendance for each child upon arrival and departure. All attendance records met the requirements of the rule and were kept with the group at all times.             |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| Rule: 5180:2-12-18 Group Size                         | Compliant     | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.  |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-17 Daily Outdoor Play                       | Compliant     |   |
| <b>Rule</b>   | <b>Status</b> | <b>Documenting Statement(s), If applicable</b>  |
| 5180:2-12-18 License Capacity                         | Compliant     |   |

| Rule                                    | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| Rule: 5180:2-12-18 Ratio                | Compliant | Documenting Statement: The Appendix A "Staff/Child Ratios, Age Grouping and Maximum Group Size" was posted in a noticeable area at the program as required. |
| Rule: 5180:2-12-18 Ratio                | Compliant | Documenting Statement: Staff/child ratios observed during the inspection were in compliance.  |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-20 Cots and Napping     | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding sleeping and napping were discussed.                                   |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-19 Supervision          | Compliant | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.   |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-19 Child Guidance       | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection.                                  |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| Rule: 5180:2-12-20 Cribs                | Compliant | Documenting Statement: All cribs were placed 2 feet apart.  |
| Rule: 5180:2-12-20 Cribs                | Compliant | Documenting Statement: Cribs were separated from the play space by a safe and sturdy and physical barrier.  |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-22 Safe Food Handling/Storage | Compliant |   |
| Rule                                    | Status    | Documenting Statement(s), If applicable   |
| 5180:2-12-22 Fluid Milk Requirements    | Compliant |   |

| Rule   | Status    | Documenting Statement(s), If applicable                           |
|--|-----------|---|
| Rule: 5180:2-12-25 Medication Administration | Compliant | Documenting Statement: Medication was stored administrator office |