**Section 401.250 Staff Training**

Each provider subject to this Part shall develop and implement ongoing inservice training programs related to the duties of all staff.

a) Each provider shall prepare and keep on file an annual plan for inservice training in areas where improvement is desirable. The provider shall identify these areas based upon an analysis of each program's outcome data and based on student achievement in relation to the goals and objectives of the program. Training sessions shall be planned and designed to assist staff members in improving their ability to fulfill their duties as defined in their job descriptions, as necessary to educate the student population served and with specific reference to areas of need identified in the annual plan.

b) As appropriate to the student population served, each provider shall provide specific training to all personnel, including, but not limited to, the following:

1) The policy and procedures regarding the maintenance of student privacy and dignity;

2) Disposal of hazardous waste materials;

3) Procedures for preventing the transmission of blood-borne pathogens;

4) The use of isolated time out or physical restraint, if any, subject to the requirements of 23 Ill. Adm. Code 1.280 (Discipline) and 1.285 (Requirements for the Use of Isolated Time Out and Physical Restraint);

5) Behavioral intervention strategies; and

6) The administration of medication.

c) Each provider shall provide training to all paraprofessionals and individual student aides (noninstructional duties) before they assume their duties.

d) Each provider shall maintain accurate, written and dated records of all training provided, as described in Section 401.260.

(Source: Amended at 42 Ill. Reg. 6471, effective March 21, 2018)