

APPENDIX D SAMPLE HEALTH AND SAFETY CHECKLIST

Organizations that serve young children have an obligation to assure that children in their care are in healthy and safe environments. This health and safety screener, adapted from the Head Start Health and Safety screener, will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

This screening does not cover every possible health and safety concern or replace each child care or family early childhood program's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements.

Area: Environments			
Requirement	Yes	No	Comments
Equipment, toys, materials, and furniture are safe, age, and developmentally appropriate.			
Environments for infants and toddlers are free of choking hazards.			
Exits are clearly marked, and emergency numbers and evacuation routes are posted.			
Emergency lighting is available in case of a power failure.			
Fire extinguishers are available, accessible, tested, and serviced regularly.			
Smoke and carbon monoxide are installed and tested regularly.			
Child care, health and fire, licenses and inspection certificates are current.			
Medication is properly stored and labeled and is not accessible to children			
Cleaning supplies and other potentially dangerous materials are not accessible to children.			
Playground and indoor gross motor equipment are age appropriate, in good repair, and meets fall zone surface requirements.			
Necessary accommodations and modifications are made to ensure the participation of children with disabilities.			
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use.			

Area: Environments			
Requirement	Yes	No	Comments
Toileting and diapering areas are separated from areas used for food preparation and equipped with sanitizing supplies for exclusive use in the area.			
Garbage is stored in a sanitary manner.			
Indoor and outdoor environments are free of mold and pollutants.			
Child accessible electrical outlets have safety plugs.			
Sleeping arrangements for infants are free of all soft bedding materials.			
Emergency supplies, including parent and emergency contact information, first aid kits, etc. are available in the event evacuation is needed.			

Area: Health and Safety Procedures			
Requirement	Yes	No	Comments
All staff have criminal background checks, initial health exams, and TB screenings.			
All staff are trained in recognizing suspected child abuse and neglect and follow mandated reporting requirements.			
Direct service staff are trained in first aid, CPR, medication administration, and to respond to specific medical emergencies, including asthma and allergies.			
Agency policies and procedures protect children with allergies from known allergens.			
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.			
Staff are trained in using standard or universal precautions and proper hand-washing techniques.			
Infectious disease policies and procedures are in place.			

Area: Health and Safety Procedures			
Requirement	Yes	No	Comments
Staff notify parents when children are sick or injured.			
Indoor and outdoor premises are inspected prior to each use by children.			
Infant toys are cleaned and sanitized as needed between each use by individual children.			

Area: Supervision			
Requirement	Yes	No	Comments
Children, including sleeping children, are supervised by staff at all times.			
Children do not have access to unsafe or unsupervised areas either inside or on outdoor playgrounds.			
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.			
Procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions.			
Required staff to child ratios are maintained at all times per child care regulations.			