

KidZKount, Placer Community Action Council

Monthly Health and Safety Checklist

Program Name: _____ Date: _____ Observer: _____

EHS programs – 1:4 adult: child (group size no more than 8)

SPS programs – 1:8 adult: child

HS programs - 1:10 adult: child

<i>Complete = X Incomplete = /</i>	
Emergency Prevention/Poisons	
Emergency lighting is functional in each room. This may include lighted exit signs, emergency lights or working flashlights (one per classroom, kitchen, office, bathroom) PS: 1304.53(a)(10)(iv)	The first aid kit is stored out of the reach of children (bottom of backpack should be at adult eye level) and all pockets of the First Aid Kit are closed. Title 22: 101226(d) and PS: 1304.22(f)(1)
The smoke detector has been tested and is working. PS: 1304.53(a)(10)(vi)	Poisons: Sanitizing agents are labeled and stored in their original containers (except diluted solution in dribble bottle). PS: 1304.53(a)(10)(iii)
There is a fire extinguisher on site and it has been checked. PS: 1304.53(a)(10)(v)	Poisons: Sanitizing agents (in original containers) and solutions (in dribble bottles) are stored separate from food and medications, and out of children's reach and/or behind locked doors. PS: 1304.53(a)(10)(iii)
All heating units in children's reach are covered with barriers. Title 22: 101239(c) and PS: 1304.53(a)(10)(i)	Temperature is between 68 F and 75 F during the winter months, and between 68 F and 82 F during the summer months. Title 22: 101239(a)(1)
All electrical outlets in children's reach are covered, and all extension cords and power strips are inaccessible to children. PS: 1304.53(a)(10)(xi)	There are no bad odors or fumes evident (e.g., tobacco, mildew, urine/excrement, chemicals, air fresheners) and smoking is not allowed inside the building or outside the building within 35 feet of any operable door or window. PS: 1304.52(a)(8)
Each classroom has at least one, fully stocked, first aid kit (backpack) that is readily available in the classroom, and is also available for out-of-classroom use (play yard, field trips, walking trips, etc.). Title 22: 101226(d) and PS: 1304.22(f)(1)	Staff observes proper body mechanics when lifting children and heavy objects (e.g., bending at the knees, load close to body, no twisting).
Staff and Children's Possessions	
Children's personal belongings, including clothing and bedding, are stored so they do not touch others' belongings. Title 22: 101238.4 and PS: 1304.22(e)(7)	Adult purses/bags/backpacks are out of reach of children or in locked cabinets. Title 22: 101238(a)(g)
Medications	
Are there children's medications at this program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
An Administration of Medication form has been completed for all medications that need to be administered by classroom staff. A copy in the Red Emergency Plan Binder, copy in the First Aid Kit (backpack) and the original in the child's file. . PS: 1304.22(c)	Medications are labeled with an expiration date, and are not expired. Title 22: 101266(e)(2) and PS: 1304.22(c)(1)
Medications are in their original container. Title 22: 101266(e)(8) and PS: 1304.22(c)(1)	Medications are legibly labeled with the child's name and administration instructions. Title 22: 101266(e) and PS: 1304.22(c)(1)
Medications are stored in a locked bag or cabinet. PS: 1304.22(c)(1)	There is a record in the Red Emergency Plan Binder and a copy in the child's file of all times that medication is administered, including dosage, date and child reaction. PS: 1304.22(c)(4)

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All medications requiring refrigeration are stored in the refrigerator in a locked bag. Title 22: 101266(e) and PS: 1304.22(c)(1)		
Hand washing		
Staff members wash their hands with liquid or foam soap and running water after each toileting/diapering of a child. Title 22: 101438.1 and PS: 1304.22(e)(1-2)		Staff members wash their hands with liquid or foam soap and running water after handling animals. Title 22: 101438.1 and PS: 1304.22(e)(1-2)
Staff members wash their hands with liquid or foam soap and running water before and after food preparation and service Title 22: 101438.1 and PS: 1304.22(e)(1-2)		Children wash their hands, or are assisted by staff in washing hands, with liquid or foam soap and running water before and after eating. Title 22: 101438.1 and PS: 1304.22(e)(1-2)
Staff members wash their hands with liquid or foam soap and running water before and after eating. Title 22: 101438.1 and PS: 1304.22(e)(1-2)		Staff members wash their hands with liquid or foam soap and running water before and after treating or bandaging a wound. Title 22: 101438.1 and PS: 1304.22(e)(1-2)
Staff members wash their hands with liquid or foam soap and running water before and after administering medications. Title 22: 101438.1 and PS: 1304.22(e)(1-2)		Children wash their hands, or are assisted by staff in washing hands, with liquid soap and running water before and after each diapering and toileting. Title 22: 101438.1 and PS: 1304.22(e)(1-2)
Children wash their hands, or are assisted by staff in washing hands, with liquid soap and running water after handling animals. Title 22: 101438.1 and PS: 1304.22(e)(1-2)		
Oral Health		
Staff members may wear disposable, non-porous gloves when handling tooth brushes and dispensing tooth paste. PS: 1304.22(e)(3)		Children are given only a small "smear" of toothpaste, on a separate surface from their toothbrush. PS: 1304.22(e)(3)
All children brush their own teeth at least once a day at the program site. PS: 1304.22(e)(3)		Children are instructed to sit or stand still while actively brushing their teeth PS: 1304.22(e)(3)
Toothbrushes and toothbrush holders are labeled with each child's name, and toothbrushes are stored in a way that they do not touch. Tooth brushes are open to the air in order to dry between uses. PS: 1304.22(e)(3)		
Food Preparation		
Tables are cleaned (with paper towels) , and then sanitized (with bleach/water solution), prior to and immediately after each eating time.		Vended foods are heated to appropriate temperatures and temperatures are recorded daily.
Indoor Equipment		
Toys and materials are sanitized at least weekly. PS: 1304.53(b)(2)		Toys are stored in a safe and orderly fashion, where they will not cause tripping and falling, and where they can be easily accessed by children. PS: 1304.53(b)(2)
Toys and materials that are mouthed by children are set aside and washed before being returned to the classroom for children's use. PS: 1304.53(b)(2)		Toys, materials and furniture are safe, durable, and in good condition (e.g., free of sharp edges and loose pieces). PS: 1304.53(b)(2)
Diapering/Toileting		
Children are always supervised while in the bathroom area. Title 22: 101229(a)(1) and PS: 1304.52(g)(5)		Soiled diapers are disposed of in a hands-free, covered, plastic-lined receptacle
Children wash their hands, or are assisted by staff in washing hands, with liquid or foam soap and running water after each toileting or diapering. PS: 1304.22(e)(1-2)		Soiled clothing is placed in a plastic bag after changing and stored in the child's cubby for parent pick-up. PS: 1304.22(e)(1-2)
Disposable, nonporous gloves are used for every diaper change, and are replaced with clean gloves between each child/diaper change. Title 22: 101428(d)(7) and PS: 1304.53(a)(10)(xiv)		Before diaper changing, disposable paper is placed on the floor for the child to stand or lie on Title 22: 101428(d)(7) and PS: 1304.53(a)(10)(xiv)

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Indoor/Outdoor Supervision	
Adult staff members are present in all outdoor areas and provide direct supervision. Title 22: 101229(a)(1) and PS: 1304.52(g)(5)	Appropriate adult: child ratios are maintained at all times PS: 1306.20(c) and 1304.52(g)(5)
All children are visible by an adult staff member at all times. Title 22: 101229(a)(1) and PS: 1304.52(g)(5)	
Outdoor Equipment	
Equipment is well maintained, and all areas accessible to children (including sand boxes) are clean, safe, and free of trash, debris, sharp objects, sticks, and animal excrement. Title 22: 101238.2(d)(h) and 1304.53(a)(10)	Stationary playground equipment is stable and set in secure concrete settings - equipment does not wobble or tip when shaken. Title 22: 101239(o) and PS: 1304.53(a)(10)(x)

Complete = X Incomplete = /

<i>FOLLOW-UP*</i>				
<i>Concerns</i>	<i>Corrective Action</i>	<i>Person Responsible</i>	<i>To be Completed by</i>	<i>Confirm Completion and by Whom</i>

Signature of Person Completing Monitoring _____ *Date* _____