

**KidZKount, Placer Community Action Council, Inc.**  
**Head Start – Early Head Start – State Preschool**  
**Tri-Annual Health and Safety Checklist**

Program Name: \_\_\_\_\_ Date: \_\_\_\_\_ Observer: \_\_\_\_\_ Time: \_\_\_\_\_ to: \_\_\_\_\_

Licensing Capacity: \_\_\_\_\_ # of Children Present: \_\_\_\_\_ Staff Present: \_\_\_\_\_

EHS center-based programs: room observed:  infant  mobile infant  young toddler  older toddler Partner program?  Yes  No

Ratio Requirements  Yes  No: EHS programs – 1:4 adult: child (group size no more than 8); SPS programs – 1:8 adult: child; HS programs - 1:10 adult: child]

	X	/	N/A	Comments/Notes:
<b>I. Emergency Prevention/Poisons</b>				
1. There is an Emergency Preparedness Bulletin Board that contains, at a minimum:				
A. Emergency telephone numbers for emergency services (e.g., 911, poison control, children's protective services, etc.). PS: 1304.22(a)(1)				
B. Emergency Disaster Plan for Child Care Centers (LIC 610) Title 22: 101174				
C. Earthquake Preparedness Checklist (LIC 9148) Title 22: 101174				
D. Plan of action for emergencies that require rapid response on the part of staff (e.g., child is choking), or immediate medical or dental attention (Flip Chart) PS: 1304.22 (a)(1)				
E. Evacuation routes/means of exiting for the site. PS: 1304.22(a)(3) Title 22: 101174				
2. Each staff member can identify their own role and responsibility in case of an emergency. PCAC Emergency Preparedness Plan				
3. Emergency lighting is functional in each room. This may include lighted exit signs, emergency lights or working flashlights. PS: 1304.53(a)(10)(iv)				
4. There is a smoke/carbon monoxide detector system, in working order, in each room. Check to see if there is a record of the smoke/carbon monoxide detector being tested every month. PS: 1304.53(a)(10)(vi)				
5. There is a fire extinguisher, in working order, in each room. Check to see if there is a record of the fire extinguisher being checked annually and tagging them with the service date. PS: 1304.53(a)(10)(v)				
6. Faucets used by children for personal care shall deliver hot water at no more than 120°F. Title 22: 101239(e)(1)				
7. The area around the hot water heater is free of stored items or clutter up to 18" away. PCAC Health Services Policy				
8. All heating units are inaccessible to children either through location or child-safe barriers. Title 22: 101239(c) and PS: 1304.53(a)(10)(i)				
9. All electrical outlets are covered. There are no extension cords or power strips accessible the children. PS: 1304.53(a)(10)(xi)				
10. Earthquake safety: There are no heavy objects on open shelves and/or cabinets over 3 feet tall (to prevent falling objects). Head Start Emergency Preparedness Manual pg. 67				
11. Earthquake safety: All furniture over 4 feet tall is bolted to the wall or floor (e.g., cubbies, shelving units). Head Start Emergency Preparedness Manual pg. 67				

**KEY: Complete = X Incomplete = /**

	X	/	N/A	Comments/Notes:
12. First Aid Kit: Each classroom has at least one fully stocked first aid kit that is readily available in the classroom, and is also available for out-of-classroom use. Title 22: 101226(d) and PS: 1304.22(f)(1)				
13. First Aid Kit: First aid kit is stored out of the reach of children (bottom of the 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)				
14. Poisons: Sanitizing agents are labeled and stored in their original containers (except diluted solution in properly labeled dribble bottle). PS: 1304.53(a)(10)(iii)				
15. Poisons or potentially dangerous/hazardous materials are stored in a locked cabinets or drawer inaccessible to children: Title 22: 101227 (a)(16)(17) and PS: 1304.53(a)(10)(iii)				
16. Air Temperatures: 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)				
17. Air Quality: 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. Title 22: 101231(a) and PS: 1304.53(a)(8)				
<b>II. Staff and Children's Possessions:</b>				
18. Children's personal belongings, including clothing and bedding, are stored so they do not touch others' belongings. Title 22: 101238.4 101239.1(c)(2) and PS: 1304.22(e)(7)				
19. Adults purses/bags/backpacks are out of reach of children or in locked cabinets. Title 22:101238(g)				
<b>III. Medications:</b>				
Are there children's medications at this program? (Check the Red Emergency Plans Binder – if none, ask staff) ____ Yes - continue with questions #19-#26. ____ No - skip to questions #27.				
20. An Administration of Medication form has been completed for all medications that need to be administered by classroom staff. The original form is in the Red Emergency Plan Binder, with copies in the First Aid Kit (backpack) and child's file. PS: 1304.22(c)				
21. Medications are in their original container. Title 22: 101226(c)(1)(B)				
22. Medications are stored in a locked bag and are inaccessible to children. Title 22: 101226(c)(1)(A) and PS: 1304.22(c)(1)				
23. All medications requiring refrigeration are stored in the refrigerator in a locked bag. PS: 1304.22(c)(1)				
24. Medications are legibly labeled with the child's name, an expiration date, and are not expired. Title 22: 101226(e)(2) and PS: 1304.22(c)(1)				
25. Medications are labeled with the administration instructions. Title 22: 101226 (e)-and PS: 1304.22(c)(1)				
26. There is a record in the Red Emergency Plans 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)				
<b>IV. Hand washing</b>				
27. Proper hand washing procedures are posted at all hand washing sinks, including food preparation and art sinks. Department Of Public Health Environmental Health (46) and ERS (Health Practices)				
28. Children's hand washing sinks are at child's level or easily accessible by a safety step. PS: 1304.53(a)(1)				
29. 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)(i-iv)				

KEY: Complete = X Incomplete = /

	X	/	N/A	Comments/Notes:
30. Staff members wash their hands with liquid or foam soap and running water before food preparation and service, before and after administering medications, treating or bandaging a wound, and after handling any animals. Title 22: 101227(a)(14) and PS: 1304.22(e)(1)(i-iv)				
31. 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)(i-iv)				
32. Children wash their hands, or are assisted by staff in washing hands, with liquid or foam soap and running water before and after eating. PS: 1304.22(e)(1)(i-iv) and ECERS/ITERS #13				
33. Children wash their hands with liquid or foam soap and running water after handling animals. PS: 1304.22(e)(1)(i-iv)and ECERS/ITERS #13				
<b>V. Oral Health:</b>				
34. All staff may wear nonporous gloves when handling toothbrushes and dispensing toothpaste, and staff must wear nonporous gloves when wiping infant PS: 1304.22(e)(3)				
35. In EHS programs: All children over 12 months of age brush their own teeth or have their teeth brushed at least once a day directly after eating at the program site. PS: 1304.23(b)(3)				<b>HS programs: N/A</b>
36. In EHS programs: All children under 12 months of age have their gums and/or teeth wiped with a disposable cloth directly after being fed, at least once a day at the program site. PS: 1304.23(b)(3)				<b>HS programs: N/A</b>
37. In HS programs: All children brush their own teeth at least once a day after eating at the program site. PS: 1304.23(b)(3)				<b>EHS programs: N/A</b>
38. Toothbrushes and toothbrush holders are labeled with each child's name, and toothbrushes are stored and handled in a way that they do not touch. PS: 1304.23(b)(3)				
39. Toothbrushes are protected and open to the air in order to dry between uses. PS: 1304.23(b)(3)				
40. Children are given only a small "smear" of toothpaste, on a separate surface from their toothbrush, and appropriate for their age. PS: 1304.23(b)(3)				
<b>VI. Indoor Environment:</b>				
41. In EHS programs: Toys and objects are at least 1 1/4 inches in diameter and at least 2 1/4 inches in length, and are made of nontoxic materials. Title 22: 1010439(1)(4)(A) and PS: 1304.53(b)(2)				<b>HS programs: N/A</b>
42. Toys and materials are sanitized at least once a week. PS: 1304.53(b)(2)				
43. 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)(1)(vii-iv)				
44. Toys, materials and furniture are safe, durable, and in good condition (e.g., free of sharp edges, splinters, and loose pieces). PS: 1304.53(b)(1)(vi)				
45. Staff observe proper body mechanics when lifting children and heavy objects (e.g., bending at the knees, load close to body, no twisting). PCAC Safety Guidelines				
46. Toys, materials, furniture are clean and sanitary. PS: 1304.53(b)(b)(2)				
<b>VII. Diapering/Toileting/Bodily Fluids:</b>				
47. An adult staff member accompanies children to the bathroom at all times and visually supervises children while in the bathroom. Title 22: 101229(a)(1) and PS: 1304.52(i)(1)(iii)				
48. A complete and accurate diaper-changing protocol is posted in diaper-changing areas, appropriate for the age group of the children served in that center PS: 1304.22(e)(5)				
49. Diaper changing area is located away from areas used for cooking and eating.PS: 1304.53(a)(10)(xiv)				
50. Soiled diapers are removed without contaminating the diaper-changing surface, the child and the caregiver. PS: 1304.53(a)(10)(xiv) and 1304.22(e)(5)				
51. Soiled diapers are disposed of in a hands-free, covered, plastic-lined receptacle. Soiled clothing is placed in a plastic bag after changing and stored in the child's cubby for parent pickup.				

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	X	/	N/A	Comments/Notes:
Title 22: 101428(c)(1), 101239(f)(1) and PS: 1304.53(a)(10)(xiv)				
52. Changing tables have impervious nonabsorbent, clean surfaces and may be covered with disposable paper or similar covering Title 22: 101428(d)(7) and PS: 1304.53(a)(10)(xiv)				
53. Diaper-changing surfaces are appropriately sanitized after each use. Title 22: 101428(d)(7) and PS: 1304.53(a)(10)(xiv)				
54. Disposable, nonporous gloves are readily accessible in all diaper-changing areas. PS: 1304.53(a)(10)(xiv)				
55. Disposable, nonporous gloves are used for every diaper change, and are replaced with clean gloves between each child/diaper change. PS: 1304.53(a)(10)(xiv)				
56. In EHS, staff always keeps one hand on the child during diapering. Title 22: 101428(d)(1)(A) and PS: 1304.53(a)(10)(xiv)				HS programs: N/A
57. In EHS, diaper-changing surfaces are adult height, sturdy, and in good repair. PS: 1304.53 (b)(vi)				HS programs: N/A
58. In EHS, diaper-changing surfaces are water-resistant, non-absorbent, and smooth. PS: 1304.53(a)(10)(xiv)				HS programs: N/A
59. In preschool programs, before diaper changing, disposable paper is placed on the floor for the child to stand or lie on. PCAC Diapering/Toileting Accident Policy				EHS programs: N/A
60. In preschool programs, child is encouraged to participate in diaper changing to the extent they are able. PCAC Diapering/Toileting Accident Policy				EHS programs: N/A
61. In preschool programs, child is allowed to choose if they will stand or lie during diaper changing. PCAC Diapering/Toileting Accident Policy				EHS programs: N/A
<b>VIII. Indoor Supervision:</b>				
62. Appropriate adult: child ratios are maintained at all times (see ratios listed on first page appropriate for setting and activity) PS: 1306.20(c) and 1304.52(g)(5)				
63. All children are visibly supervised by an adult staff member at all times. Title 22: 101229(a)(1) and 101429(a)(1) and PS: 1304.52(g)(5)				
<b>IX. Outdoor Supervision:</b>				
64. Adult staff is present in all outdoor areas and provide direct supervision. Title 22: 101229(a)(1) and 1304.52(g)(5)				
65. Appropriate adult: child ratios are maintained at all times (see ratios listed on first page appropriate for setting and activity) PS: 1306.20(c) and 1304.52(g)(5)				
66. All children are visibly supervised by an adult staff member at all times. Title 22: 101229(a)(1) and 101429(a)(1) and PS: 1304.52(g)(5)				
<b>X. Outdoor Environment:</b>				
67. Equipment is well maintained, and all areas accessible to children are clean, safe, and free of trash, debris, sharp objects, splinters, sticks, and animal excrement. Title 22: 101238.2(d)(h) and 1304.53(a)(10)				
68. 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)				
69. All pieces of playground equipment (with a height of no more than 10 feet at its highest point) are over approved rubber mats or 9 inches (or more) of shock-absorbing surfaces, such as loose fine sand, wood chips or mulch. Handbook for Public Playground Safety				
70. Shock-absorbing surfaces under playground equipment extend at least 6 feet beyond the perimeter of the equipment. PS: 1304.53(a)(10)(x) and Handbook for Public Playground Safety				
71. Fixed playground equipment has a minimum of 6 feet of clearance space from walkways, buildings and other structures that are not used as part of the play activities. PS: 1304.53(a)(10)(x) and				

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	X	/	N/A	Comments/Notes:
Handbook for Public Playground Safety				
72. The outdoor play area is enclosed with a fence that is at least 4 feet high and that allows for observation of children at all times. Title 22: 101238.2(g)				
73. All outdoor pathways shall be clear of toys, equipment, debris, or other trip hazards. Title 22: 101238(c)				
74. All sandboxes are inspected daily and are kept free of debris and hazardous materials. Title 22: 101238.2(f)				
75. Interior and exterior premises are free of peeling paint. PS:1304.53(a) (10) (ix)				
76. Toys and materials are clean and sanitary PS: 1304.53(b)(1)(vi)				
<b>INFANT-TODDLER CENTERS ONLY:</b>				
<b>XI. Sleeping/Napping:</b>				
77. Cribs are made of wood, metal, or plastic and have mattresses that fit (e.g., no more than 2 fingers can fit between the mattress and the crib). PS: 1304.53(b)(1)				HS programs: N/A
78. Cribs have secured latching devices and slats spaced no more than 2 3/8 inches apart. Title 22: 101439.1(5)(C)				HS programs: N/A
79. All infants under 12 months are put to sleep on their backs. PS: 1304.53(b)(3)				HS programs: N/A
80. Sleeping arrangements for infants include use of firm mattresses and avoidance of soft bedding materials such as comforters, pillows, fluffy blankets and stuffed toys. PS: 1304.53(b)(3)				HS programs: N/A
81. Cribs are located at least 3 feet apart. PS: 1304.22(e)(7)				HS programs: N/A
<b>XII. NUTRITION:</b>				
82. Staff and children wash hands before eating. PS: 1304.22(e)(1)(i-iv)				
83. Children with special food needs are listed / identified in some manner in the food preparation area. P.S. 1304.23, USDA, and Title 22: 101227(7)				
84. Suitable food is offered for documented special conditions: allergies, vegetarian needs, disabilities, etc. P.S. 1304.23, USDA, and Title 22: 101227(7)				
85. Appropriate food is offered for age/abilities. Foods known to cause choking are used with caution. P.S. 1304.23, USDA, and Title 22: 101227(9)				
86. Meals are served family style with food passed around several times while children are seated. Adults model good eating by sharing the same family style menu. P.S. 1304.23, USDA,				
87. All infant bottles are clearly labeled with the child's name, date and marked in red if containing breast milk. Bottles are held in refrigerator until feeding time. P.S. 1304.23, USDA, and Title 22: 101427(j)				
88. Menus shall be in writing and shall be posted at least one week in advance in an area accessible for review by the child's authorized representative. Title 22: 101227(6)				

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Head Start – Early Head Start – State Preschool**

**Health and Safety Checklist**

Site _____	FOLLOW-UP*				
<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 Site Supervisor or Director* \_\_\_\_\_ *Date* \_\_\_\_\_

*Signature of Person Completing Monitoring* \_\_\_\_\_ *Date* \_\_\_\_\_

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