

# YMCA Childcare Resource Service

## HealthLine Health and Safety Checklist

Program Name: \_\_\_\_\_ Classroom Name/#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Observer: \_\_\_\_\_

Time Begin: \_\_\_\_\_ AM / PM

Time End: \_\_\_\_\_ AM / PM

Can we follow up via mail in 6 months? Yes / No

Interested in Health and Safety Newsletter for Child Care Providers? Yes / No

Key: C=completely meets standards NC= does not completely meet standard N/A= not applicable

### CHILD HEALTH INDICATORS

\_\_\_\_\_ Number of children enrolled in the program

\_\_\_\_\_ Number of children with health insurance

\_\_\_\_\_ Number of children with dental insurance

### INDOOR:

Number of adults: \_\_\_\_\_ Number of children: \_\_\_\_\_

Indoor staff to child ratios (# adults: # children): \_\_\_\_\_

### EMERGENCY PREVENTION/ POISONS

	C	NC	N/A	Notes
1. Emergency telephone numbers are posted next to the phone for emergency services (e.g., 911, poison control, fire department, police and children's protective services).				
2. Emergency procedures are posted for fire and earthquakes, and other relevant regional natural disasters (tornados, floods, hurricanes) in each room.				
3. In geographic areas where natural disasters occur, a 48-hour supply of food and water is kept in stock for each child and staff member.				

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
4. An evacuation map is posted in each room.				
5. There is a smoke detector system or alarm, or sprinklers in working order in each room or place where children spend time.				
6. Earthquake safety: There are no heavy objects on open shelves and/or cabinets over 3 ft. (i.e., where they could fall in an earthquake).				
7. Earthquake safety: Each piece of tall furniture over 4 ft. (e.g., cubbies, shelves) is bolted to the wall or floor.				
8. Water temperature that may be in direct contact with children is no more than 120 °F.				
9. All heating units/fireplaces in children's reach are covered with barriers.				
10. All electrical outlets in children's reach are covered.				
11. Program has at least one fully equipped, readily available first aid kit.				
12. Poisons: Cleaning agents are labeled and stored (except bleach solution) in their original containers.				
13. Poisons: Cleaning agents are kept separate from food in cabinets and out of children's reach.				
14. Medical Emergencies: A medical emergency plan is created for each child with a medical condition such as epilepsy, asthma and food allergies. List of child's health care providers is included in this plan.				
15. General Medical Emergency Plan: A plan should be created to address general medical emergency procedures in the facility.				
16. Directions to the facility from all directions (North, South, East and West) as well as facility address should be posted next to emergency phone numbers.				
17. Earthquake and fire drills are practiced and documented once every 6 months.				
18. Parents are provided with copies of each natural disaster plan.				

<b>HEALTH POLICIES</b>	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
19. Facility has written health policies for exclusion, morning health checks, parent notification of communicable disease in the facility.				
20. A daily health check is conducted for each child.				

### **STAFF AND CHILDREN'S POSSESSIONS**

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
21. Children's personal belongings (including clothing and bedding) are stored so they do not touch others' belongings.				
22. Adult purses/ backpacks are out of reach of children.				

## SPECIAL NEEDS

**MEDICATIONS:** Are medications for children currently on-site at the program?

\_\_\_\_\_ Yes—continue with question #s 23-27.

\_\_\_\_\_ No—skip to question # 28.

	C	NC	N/A	Notes
23. Medications are labeled with the child's name, expiration date and administration instructions.				
24. Medications are stored out of reach of children in their original and childproof container and refrigerated if needed.				
25. Children's medical files contain record of up to date immunizations.				
26. Any child receiving medications (prescribed or over the counter) should have a parental permission slip in their medical file.				
27. A prescription log should be kept in the child's medical file to track the date and time prescriptions are administered and quantity administered.				

## HANDWASHING

	C	NC	N/A	Notes
28. Proper hand washing procedures are posted at all hand washing sinks, including food preparation and art sinks.				
29. Children's hand washing sink(s) are at child's level or accessible by a safety step.				
30. Of those observed, staff wash their hands with liquid or foam soap and running water after each toileting/diapering of children as well as after touching bodily fluids such as mucus or vomit.				
31. Of those observed, staff wash their hands with liquid or foam soap and running water before and after food preparation and/or service.				
32. Of those observed, children wash their hands or have their hands washed with liquid or foam soap, running water and paper towel after each toileting/diapering. Total # of children observed after toileting/diapering _____ # of children observed washing correctly _____				
33. Of those observed, children wash their hands, or have their hands washed, with liquid or foam soap, running water, and paper towels <i>before and after</i> eating. Total # of children observed <i>before</i> eating _____ Total # of children observed <i>after</i> eating _____ Total # of children washing correctly _____				

## FOOD PREPARATION/EATING/SANITATION

	C	NC	N/A	Notes
34. No perishables, including food brought in by children (e.g., meat, fish, poultry, milk, bottles of formula/breast milk, eggs) are left out of the refrigerator for more than one hour.				

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
35. Food preparation areas are separate from, eating, play areas, bathroom and diaper-changing areas.				
36. Food preparation and eating areas, including counters and tabletops, are cleaned (soapy water/rinsed) and sanitized (bleach solution) before, during, and after food preparation and meals.				
37. Refrigerators have a thermometer and are $\leq$ 40 degrees F.				
38. Children under 4 are not given food that causes choking, even if brought from home (e.g., nuts, popcorn, candy, whole grapes, hot dog rounds, chunks of meat, spoonfuls of peanut butter, carrots).				
39. Classroom surfaces including tables, counter tops, floors, shelves and mouthable toys are cleaned and sanitized daily and tables and countertops are free of cracks and crevices.				
40. A current weekly menu of all food and beverages served in the facility is posted.				
41. The names of children with special dietary needs and a description of the needs (including specific food allergies) are posted in food <i>preparation</i> area(s) and prominently in the classroom and/or <i>where food is served</i> .				

<b>NUTRITION &amp; PHYSICAL ACTIVITY</b>	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
42. Meal and snacks meet the requirements of the Child and Adult Care Food Program (USDA)				
43. Is the provider part of the Child and Adult Food Program?	<b>Yes</b>		<b>No</b>	<b>Notes</b>
44. Children decide how much food they will eat.				
45. Meals and snacks are scheduled and provided at regular times.				
46. Children are offered fresh fruits and vegetables or 100% fruit juice each day.				
47. Only 100% juice is served at meal or snack time.				
48. Water is available for children throughout the day.				
49. Food is not used as a reward or a punishment.				
50. Caregiver models healthy eating by sitting with the children and eating the same foods with the children.				
51. Food served reflects the cultural diversity of the group.				
52. Children have 60 minutes of physical activity each day, half of this time free play and half structured play.				
53. TV and computer time is limited to no more than one or two hours per day for children over 2 years old. Children under 2 years are not permitted to watch TV.				
54. Good health and eating habits are promoted with toys, posters, lesson plans etc.				

## ORAL HEALTH

	C	NC	N/A	Notes
55. All children (over 35 months of age) brush their own teeth or have their teeth brushed at least once a day in the child care facility.				
56. Toothbrushes are labeled with the child's name, or color coded, and stored safely.				

## OUTDOOR/INDOOR EQUIPMENT

### OUTDOOR

Number of adults \_\_\_\_\_ Number of children \_\_\_\_\_

Outdoor staff to child ratios (# adults: # children) \_\_\_\_\_

	C	NC	N/A	Notes
57. Adult staff are present in all outdoor areas and provide direct supervision (children are always <i>visible</i> by staff and staff can always <i>hear</i> children)				
58. Outdoor areas are maintained in clean and safe conditions; no trash, broken equipment, glass, animal excrement.				
59. Helmets are worn by all children when riding bicycles, tricycles or other riding toys/equipment.				
60. Helmets are removed immediately following bicycle riding, tricycle riding and riding of other toys/equipment.				
61. Each child has their own helmet unless helmets have a non-porous lining and are cleaned after each use.				
62. Outdoor stationary playground equipment is stable and set in secure concrete settings and equipment does not wobble or tip when shaken.				
63. All pieces of outdoor playground equipment are over $\geq 9$ inches shock-absorbing surfaces; loose fine sand, wood chips, mulch, or <i>approved</i> rubber mats.				
64. Shock-absorbing surfaces (fine sand, woodchips, mulch, or approved mats) under outdoor playground equipment extend at least 6 feet beyond the perimeter of the equipment.				
65. The outdoor play area is enclosed with a fence or natural barrier with self latching gates, which allow observation of children and has at least two exits.				
66. Openings on outdoor playground equipment, fences, and handrails are either less than 3 1/2 inches or greater than 9 inches wide.				

SUN SAFETY	C	NC	N/A	Notes
67. Sunscreen with UVA and UVB protection and an SPF of 15 is applied to children (with parental permission) when spending time outdoors between 10 a.m. and 2 p.m. Sun protective clothing is worn by children when playing outdoors.				
68. Play areas provide shade and drinking water.				

## HOUSING ENVIRONMENT

69. Is there evidence of cockroaches and/or rodents (droppings or dead specimen in traps)	Yes	No	Notes	
70. Do you see or smell mold or mildew	Yes	No	Notes	
71. Is there evidence of water damage, moisture, or leaks?	Yes	No	Notes	
72. Was the facility built before 1979?	Yes	No	Notes	
If NO skip to # 74. If YES answer A-D	Yes	No	Notes	
A. Is the paint cracking, chalking, chipping, peeling?	Y	N	Notes	
B. Have there been recent renovations and/or painting?	Y	N	Notes	
C. Are there any paint chips on the ground?	Y	N	Notes	
D. Does the facility have old wood windows with signs of paint debris and/or paint dust around the area?	Y	N	Notes	
73. Air quality: Temperature is between 65° F and 75° F during the winter months and between 68° F and 82° F during the summer months.	C	NC	N/A	Notes
74. Air quality: There is no smoking in the facility at any time.	C	NC	N/A	Notes

## INDOOR

Number of adults \_\_\_\_\_ Number of children \_\_\_\_\_

Indoor staff to child ratios (# adults: # children) \_\_\_\_\_

	C	NC	N/A	Notes
75. Indoor climbing equipment is a maximum height (e.g., 3 ft. for 3 year olds, 4 ft. for 4 year olds, 5 ft. for 5 year olds) with appropriate cushion/mats underneath and at least 6 feet out from the structure.				
76. Environment is free of entanglement (e.g. blind cords) and trip hazards.				
77. Gates should be placed at the top and bottom of any staircase accessible by infant or toddlers.				
78. Baby walkers, bouncers and jumpers are not used for children in care and are kept where children can't get them.				

## INFANT/TODDLER (IT) SUBSECTION

This section is to be completed in all programs that have children 0 – 3 years old. If the program does not have children 0 –3, please note this and end the Checklist here.

### IT GENERAL

	C	NC	N/A	Notes
79. Toys and objects have a diameter $\geq$ 1¼ in. and a length $\geq$ 2¼ in.				
80. Pacifiers are not shared and labeled with child's name				

## ***IT* DIAPERING**

**(Note:** This section is to be completed on children 0 – 35 months of age who are in diapers or pull-ups. If the program does not have children this age who are in diapers or pull-ups, please note this on the form and skip to the ***IT Food Preparation/Eating*** section.)

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
81. A complete and accurate diaper-changing protocol is posted in diaper-changing area(s).				
82. A clean disposable non-absorbent liner is used on the diaper-changing surface with each diapering.				
83. Soiled diapers are removed without contaminating the diaper-changing surface, the child and the provider.				
84. Soiled clothes are placed in a plastic bag after changing and stored in child's cubby for parent pick-up.				
85. Soiled diapers are disposed of in a covered plastic-lined receptacle operated by a foot pedal.				
86. Staff always keeps one hand on the child during diapering.				
87. Disposable gloves are available in the diaper-changing area(s).				
88. Diaper-changing surfaces are at adult height, in good repair and sturdy.				
89. Diaper-changing surfaces are water-resistant, non-absorbent and smooth.				
90. Diaper-changing surfaces are cleaned and sanitized after each use and are located over a sanitize surface such as linoleum or tile.				

## ***IT* FOOD PREPARATION/EATING**

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
91. Bottles with formula or breast milk are stored in the refrigerator and labeled with the individual child's name and dated within two days of the observation visit.				
92. Breast milk in the freezer is labeled with the individual child's name and dated within three months of the observation visit.				
93. If bottles, bottle caps or nipples are reused in the facility they must be washed in a dishwasher or wash, rinse and boil for one minute.				
94. Breast milk is thawed under running cold water or in the refrigerator. Breast milk or formula is not thawed or heated in the microwave or in boiling water.				
95. Infants too young to sit up are held by an adult while being fed, and infants able to sit up and toddlers eat sitting up.				
96. Children under 36 months have their gums and/or teeth wiped with either a disposable cloth or gauze, or brushed at least once a day.				

## ***IT SLEEPING/NAPPING***

**All cribs:** Does the facility have cribs?

\_\_\_\_\_ Yes—continue with question # 97.

\_\_\_\_\_ No—end the Checklist here.

	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Notes</b>
97. Cribs are made of wood, metal, or plastic and have mattresses that fit so no more than two fingers can fit between the mattress and the crib.				
98. Cribs have secured latching devices and slats spaced no more than 2 3/8 in. apart.				
99. Cribs do not have corner post extensions over 1/16 in. and do not have cutouts in the head or footboards.				
100. All infants under 12 months of age are put to sleep on their backs.				
101. No soft bedding is accessible to children under 12 months of age in their sleeping area(s).				