

CCHP Health and Safety Checklist – Revised

*Developed by the California Childcare Health Program, administered by
University of California, San Francisco (UCSF) School of Nursing
(www.ucsfchildcarehealth.org). 2005.*



Program Name / ID #: _____

Classroom Name / ID #: _____

Date: _____

Observer: _____

Time Begin: _____ AM/PM

Time End: _____ AM/PM

CODES

C Completely Meets Standard

NC Does Not Completely Meet Standard

N/A Not Applicable

**INDOOR:
Emergency Prevention/Poisons**

	C	NC	N/A	Notes
1. Emergency telephone numbers are posted for emergency services (for example, 911, poison control, fire department, police and children’s protective services) near all program phones.				
2. Emergency procedures are posted for fire and earthquakes, and other regional natural disasters (tornados, floods, hurricanes) in each classroom.				
3. If natural disasters occur in a region, a 48-hour supply of food and water is stored for each child and staff member.				
4. An evacuation map is posted in each classroom.				
5. There is a smoke detector system, alarm or sprinklers in working order in each room or place where children spend time.				
6. Water that may be in direct contact with children is no more than 120° F.				
7. All heating units/fireplaces in children’s reach are covered with barriers.				
8. All electrical outlets in children’s reach are covered.				
9. Earthquake/Tornado safety: There are no heavy objects on open shelves and/or cabinets over 3 feet (for example, prevent falling objects).				
10. Earthquake/Tornado safety: All tall furniture over 4 feet (for example, cubbies, shelves) are bolted to the wall or floor.				
11. First Aid: Each classroom and area where children spend time has at least one fully equipped, readily available first aid kit.				
12. First Aid: The program has a separate fully equipped first aid kit for outdoor play area and all field trips.				
13. Poisons: Cleaning agents are labeled and stored (except bleach solution) in their original containers.				
14. Poisons: Cleaning agents are kept separate from food in cabinets and out of children’s reach.				
15. Air quality: Temperature is between 65° F and 80° F at all times				
16. Air quality: There are no bad odors or fumes (for example, tobacco, mildew, urine/excrement, chemicals, air fresheners).				

Staff and Children's Possessions

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

Special Needs

Medications: Are there children's medications at the program?

_____ Yes—continue with question #s 19 – 22.

_____ No—skip to question # 23.

19. Medications are labeled with the child's name and are prescribed medications only.				
20. Medications are stored out-of-reach of children and they are in their original and childproof container.				
21. Medications are labeled with a date that shows it is not expired.				
22. Medications are labeled with the administration instructions and are refrigerated (if needed).				
23. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food <i>preparation</i> area(s).				
24. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in the child's classroom and separate eating areas (if applicable).				

Hand washing

25. Proper hand washing procedures are posted at all hand washing sinks, including food preparation and art sinks.				
26. Children's hand washing sink(s) are at child's level or accessible by a safety step.				
27. Staff wash their hands with liquid or foam soap and running water after each toileting/diapering of children				
28. Staff wash their hands with liquid or foam soap and running water before food preparation and/or service.				
29. Children wash their hands, or have their hands washed, with liquid or foam soap and running water after each toileting/diapering. Total # of children observed after toileting/diapering _____ # of children observed washing correctly _____				
30. All children who feed themselves wash their hands, or have their hands washed, with liquid or foam soap and running water before eating. Total # of children observed before eating _____ # of children observed washing correctly _____				

	C	NC	N/A	Notes
31. All children wash their hands, or have their hands washed, with liquid or foam soap and running water after eating. Total # of children observed after eating _____ # of children observed washing correctly _____				

Food Preparation/Eating/Sanitation

32. No perishables, including food brought in by children (for example, meat, fish, poultry, milk, bottles of formula/breast milk, eggs) are left out of the refrigerator for more than one hour.				
33. Food preparation areas are separate from the eating and play areas.				
34. Food preparation and eating areas, including counters, tabletops and floors, are cleaned/swept before and after food preparation and meals.				
35. Food preparation areas are separate from the toilet, bathroom and diaper-changing areas.				
36. Refrigerators have a thermometer and are equal to or less than 41° F.				
37. Children under 2 years old do not have food that causes choking, even if brought from home (for example, nuts, popcorn, candy, whole grapes, hot dog rounds, chunks of meat, spoonfuls of peanut butter, carrots).				
38. A current weekly menu of all food and beverages served in the program is posted in every classroom and the parent area and/or board.				
39. There is a designated area (for example, sink) or container, out of children’s reach, for mouthed or contaminated toys.				

Oral Health

40. All children (over 35 months of age) brush their own teeth or have their teeth brushed at least once a day.				
41. Toothbrushes are labeled with the child’s name and stored safely without touching other toothbrushes.				

OUTDOOR/INDOOR EQUIPMENT:

Outdoor

Number of adults _____ Number of children _____

Outdoor staff to child ratios (# adults: # children) _____

	C	NC	N/A	Notes
42. Adult staff are present in all outdoor areas and provide direct supervision.				
43. All children are always visible by an adult staff member while outside.				
44. Outdoor areas are maintained and are clean and safe; no trash, broken equipment, sharp objects, splinters, glass, animal excrement present.				
45. Helmets are worn by all children when riding bicycles, tricycles or other riding toys/equipment.				
46. Outdoor stationary playground equipment is stable and set in secure concrete settings and equipment does not wobble or tip when shaken.				
47. All pieces of outdoor playground equipment over 9 or more inches high have shock-absorbing surfaces underneath them such as; loose fine sand, woodchips, mulch or approved rubber mats				
48. 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.				
49. All fixed outdoor playground equipment has a minimum of 6 feet clearance space from walkways, buildings and other structures that are not used as part of play activities.				
50. The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.				
51. Outdoor fences/barriers have at least two exits.				
52. Outdoor fences/barriers have self-closing gates with self-latching mechanisms that cannot be opened by children.				
53. Openings on outdoor playground equipment, fences and handrails are either less than 3½ inches or greater than 9 inches wide.				

Indoor

Number of adults _____ Number of children _____

Indoor staff to child ratios (# adults: # children) _____

54. Indoor climbing equipment is over approved mats that extend at least 6 feet from the structure.				
55. Indoor climbing equipment is a maximum height (for example, 3 feet for 3 year olds, 4 feet for 4 year olds, 5 feet for 5 year olds).				

IT General

This section is to be completed by programs that have children 0-35 months. If the program does not have children of this age, please note on the CCHP H&C Checklist and skip to the Diapering section.

	C	NC	N/A	Notes
56. Toys and objects have diameters equal to or greater than 1¼ inches and lengths equal to or greater than 2¼ inches.				
57. Staff observe proper body mechanics when lifting and picking up children and heavy loads (for example, bend at knees, load close to body, no twisting, push don't pull, get help for heavy loads).				

Diapering

This section is to be completed on children who use diapers or pull-ups. If the program does not have children who are in diapers or pull-ups, please note this on the CCHPH&S Checklist and skip to the IT Food Preparation/Eating section.

58. A complete and accurate diaper-changing protocol is posted in diaper-changing area(s).				
59. Diapering protocol: A clean, disposable non-absorbent liner is used on the diaper-changing surface with each diapering.				
60. Diapering protocol: Soiled diapers are removed without contaminating the diaper-changing surface, child and provider.				
61. Diapering protocol: Soiled clothes are placed in a plastic bag after changing and stored in the child's cubby for parent pick-up.				
62. Diapering protocol: Soiled diapers are disposed of in a covered, plastic-lined receptacle operated by a foot pedal.				
63. Diapering protocol: Staff always keep one hand on the child during diapering.				
64. Disposable gloves are available in the diaper-changing area(s).				
65. Diaper-changing surfaces are at adult height, in good repair and sturdy.				
66. Diaper-changing surfaces are water-resistant, non-absorbent and smooth.				
67. Diaper-changing surfaces are cleaned and sanitized after each use.				
68. Children under 36 months, who are not able to do so themselves, have their hands washed by a staff person with liquid or foam soap and running water (for infants with no head control a moistened towel with soap may be substituted) after diapering/toileting.				
69. Children who are able to do so themselves, wash their own hands with liquid or foam soap and running water after diapering/toileting.				
70. Staff wash their own hands with liquid or foam soap and running water after each diapering/toileting of a child.				

IT Food Preparation/Eating

This section is to be completed by programs that have children 0-35 months. If the program does not have children of this age, please note on the CCHP H&C Checklist and skip to the Sleeping/Napping section.

	C	NC	N/A	Notes
71. Bottles with formula in the refrigerator are labeled with the individual child's name and dated within two days of the observation visit.				
72. Breast milk in the refrigerator is labeled with the individual child's name and dated within two days of the observation visit.				
73. Breast milk in the freezer is labeled with the individual child's name and dated within three months of the observation visit.				
74. Breast milk is thawed under running cold water or in the refrigerator, not heated in the microwave or in boiling water.				
75. 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.				
76. Oral Health: 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.				

Sleeping/Napping

All cribs: Does the program have cribs?

Yes—continue with question # 78.

No—end the CCHP H & S Checklist here.

77. Cribs, including portable cribs that can be folded or collapsed without being disassembled, meet the current Consumer Product Safety Commission (CPSC) full-size and non-full size crib standards per section 1219 and 1220 of Title 16 of the Code of Federal Regulations.				
78. Verification of compliance with CPSC standards is maintained for duration of the crib use.				
79. Mattresses and playpen pads are firm and fit the crib, port-a-crib, or playpen snugly with no more than one inch between the mattress and crib.				
80. All infants under 12 months are put to sleep on their backs.				
81. No soft bedding is accessible to children under 12 months in their sleeping area(s).				
82. All cribs, cots, mats or other sleeping places are at least 36" apart, unless separated by a solid barrier.				

Total and Average Score

	# Completely Met	# of Items Scored	Average Score
Emergency Prevention/Poisons	_____	_____	_____
Staff and Children’s Possessions	_____	_____	_____
Special Needs/Medications	_____	_____	_____
Hand washing	_____	_____	_____
Food Preparation/Eating/Sanitation	_____	_____	_____
Oral Health	_____	_____	_____
Outdoor Equipment	_____	_____	_____
Indoor Equipment	_____	_____	_____
Infant/Toddler General	_____	_____	_____
Diapering	_____	_____	_____
I/T Food Preparation/Eating	_____	_____	_____
Sleeping/Napping	_____	_____	_____
TOTAL	_____	_____	_____