



Infant/Toddler Room Observation Sheet

Name of Center: _____ Date: _____

Name of Teacher: _____ Time: _____

Medical Observer: _____ Infant Toddler

A. Maintenance of a Safe Environment (P.2)

- _____ Toys
- _____ Furniture
- _____ Room
- _____ Cleaning solutions are out of child's reach and in a secure place
- _____ Adequate sanitizing agents are used
- _____ Staff knows poison control number
- _____ Cribs are safe, including slats within the normal limits, etc.
- _____ Other (specify): _____

B. Medication

- _____ Clear labeling
- _____ Proper storage (locked) and refrigeration if necessary
- _____ Documentation of medication given
- _____ Staff has knowledge of side effects
- _____ Staff has the follows procedures for giving medication
- _____ Other (specify): _____

C. Atmosphere Conducive to Nurturing (P.2)

- _____ Each child has a plan of care including daily living activities
- _____ Consistency in care taker
- _____ Method for relating child's day to parents
- _____ Staff child ratio maintained
- _____ Other (specify): _____

Code: O = Observed / No Problem
P = Problem Observed

Observation discussed (with whom) and subject(s):

Action plan to correct problems:

Recommendations for additional training:

D. Prevention of Disease/Sanitation (P.2)

- _____ Diaper disposal
- _____ Potty Chairs (toilet)
- _____ Equipment
- _____ Furniture
- _____ Room
- _____ Changing/Bathing area
- _____ Adequate hand washing techniques of staff
- _____ Bathing procedures, if indicated
- _____ Method of diaper changing
- _____ Each child has his/her own crib labeled with child's name
- _____ Crib sheets are changed at least twice a week or when soiled
- _____ Care of soiled linen

FEEDING (P.2)

- _____ Formula storage
- _____ Solid food storage and serving
- _____ Feeding appropriately done
- _____ Other (specify): _____

CLOTHING

- _____ Each child's clothing is separated
- _____ Each child has his own clothing
- _____ Method of caring for soiled clothing

ISOLATION (P.2)

- _____ Place for isolating "sick child"
- _____ Knowledge of temperature technique
- _____ Observation technique for the sick child
- _____ Other (specify): _____



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INFANT/TODDLER ROOM OBSERVATION DETAILS

SAFE ENVIRONMENT

Toys and furniture should be clean, appropriate for the child's age, properly stored, and in good condition.

Room should be safe, clean, uncluttered, electrical outlets covered, temperature conducive to the comfort of the child, draft free, good lighting for changing, bathing, and other care areas, fire exits accessible, carpet secured, etc.

Adequate sanitizing agents as defined by Environmental Health.

NURTURING ATMOSPHERE

Staff/Child ratios: Infants and Toddlers - 1:4 staff ratios to be maintained at all times.

PREVENTION OF DISEASES

Diaper disposal - done per IMSHSP Diapering Procedures.

Potty Chairs - easily accessible. One (1) unit for every three (3) toddlers. Cleaned appropriately after each use.

Equipment and furniture should be cleaned daily or more often and room should be cleaned and ventilated in accordance with Environmental Health recommendations.

Changing and Bathing areas - Infants and Toddlers can be diapered in their own crib or in a central diapering area which should be sanitized after each use. Bathing areas should also be sanitized after each use.

Hand washing - Staff washes their hands with liquid soap and running water and at times required per IMSHSP Hand Washing Procedures.

FEEDING

Infants are fed per IMSHS Infant Feeding Procedure. Formula should be labeled with child's name and type of formula and refrigerated. Solid food stored or prepared in jars should be served from separated dishes. Once open, they should be refrigerated. Leftovers from serving dishes shall be discarded. Leftovers from jars shall be labeled, refrigerated, and served within 24 hours or discarded. Children should be fed individually. Infants must be held during feeding. Water should be offered at intervals. Bottles should not be in cribs.

ISOLATION

Also refer to Illinois Migrant & Seasonal Head Start Environmental Safety Checklist.