



Environmental Safety Checklist

(Complete before center opens and monthly thereafter)

Center Name: _____ Year: _____

Instructions: Complete this form prior to opening center and at least once a month thereafter. Mark each item with a Y = YES or a N = No in the column for the current month. After the check list is completed, develop a corrective action plan on the Checklist Summary Sheet for all items mark with an N = No.

Date Checklist was completed	May	June	July	Aug	Sept	Oct	Nov
EMERGENCY PLANNING/PROCEDURES							
1. Emergency telephone numbers for ambulance, paramedics, hospital, clinic, poison control center, physician, dentist, police and fire department are posted by every telephone.							
2. Written and updated emergency procedures, in English and Spanish, for the following are posted throughout the center, including every classroom:							
A. Medical/Accident Emergencies							
B. Dental Emergencies							
C. Fire Evacuation (including evacuation routes for each room, with primary/secondary routes noted.)							
D. Earthquake							
E. Tornado/Severe Storms							
3. Emergency plans include							
A. Procedures for transporting to hospital in emergencies							
B. Procedures for notification of parents in emergencies							
C. Location of first aid kits							
D. Location of telephones							
E. Location of emergency contact information for children							
F. Location of medical information for children and staff							
G. Location of signed parental consent forms for children							
H. List of all staff persons trained in first aid, infant/child CPR, and Heimlich Maneuver							
4. Exits from the building are clearly marked in all classrooms and center offices.							
5. There are fire extinguishers in each room that have been inspected and are in working order, and staff can demonstrate how to use the extinguishers.							
6. One full-time staff member trained in first aid, infant/child CPR, Heimlich Maneuver is on-site at all times.							
7. One staff person, volunteer, or driver trained in first aid, infant/child CPR, and Heimlich Maneuver is on the bus at all times during transportation							
8. First aid kits are inspected and restocked, if needed, at least on a monthly basis							



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9. Fire drills are held monthly (tornado & earthquake twice a year). Evacuation of building takes no more than one (1) minute.							
10. Fire alarms, including smoke detectors, are in proper working order.							
11. The Environmental Safety Activity Record is posted in the center and activities are noted and up-to-date.							

Comments:

OTHER HEALTH PROCEDURES AND POLICIES

12. There are written and updated policies and procedures, in English and Spanish, for the following:							
A. Blood borne Pathogens Exposure Control							
B. Sick Child (including exclusion and readmission procedures)							
C. Smoke-free Environment							
D. Administration of Medications							
E. Bus Evacuation							
F. Pest Control							
13. The center has been tested for radon levels, fluoride levels in the water supply, and lead in water prior to opening							

Comments:



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GENERAL CLASSROOM SAFETY

14. Adequate and appropriate supervision with children occurs at all times.							
15. Exposed fans and heaters are securely fastened and screened away from children.							
16. Toys are stored in well ventilated containers or shelves.							
17. Toys are maintained in good condition (no peeling paints, no rust, or missing parts).							
18. Toys are age appropriate and accessible.							
19. All smooth surfaces, eating tables, sand/water tables, housekeeping equipment and toys, pouring container for sand/water, etc. are cleaned daily with germicidal solution.							
20. Puzzles, plastic toys, large motor equipment, dolls, cars, and trucks are cleaned 3 times a week for 2 year-olds and once a week for 4 and 5 year-olds with germicidal solution.							
21. There are no electrical or propellant toys used in the classroom or on the playground.							
22. Plastic packaging is disposed of immediately and carefully.							
23. Toy chests have lightweight lids, supported lids, or no lids, and are ventilated.							
24. No toxic substances are stored in the classroom.							
25. Paint/art supplies are non-toxic.							
26. Childproof safety devices are on all electrical outlets; cords are not left dangling nor are extension cords used							
27. Small round/rolling objects are kept off floors (crayons, pens, markers, etc.)							
28. Riding toys are used in large, unobstructed areas.							
29. Equipment size is appropriate for all developmental levels.							
30. Cooking utensils are carefully selected and maintained for children's use in educational and mealtime activities.							

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INFANT/TODDLER SAFETY

31. A nurse (RN or LPN) has been contracted to observe monthly in the Infant and Toddler rooms per licensing standards (weekly) if center has only a provisional license.							
32. The I/T Observation Sheet is filled out by nurse, for each room, at each visit.							
33. Action plan to correct problem areas on Observation Sheet has been completed.							
34. Additional training recommended by nurse has been provided or arranged for.							
35. The Daily Sanitation Guide is followed at all times.							
36. The IMSHSP diapering and hand washing procedures are followed at all times.							

Comments:

KIITCHEN SAFETY

37. The Kitchen Observation monitoring procedure has been completed for this month, per instructions, by the kitchen staff Supervisor - Level 1 (usually Health Services Coordinator) and the Nutritionist - Level 2.							
38. The Cook's Weekly Checklist for monitoring of daily food production records has been completed, per instructions, by Level 1 and Level 2 personnel.							
39. Current Public Health inspection is posted properly.							

Comments:



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BATHROOM SAFETY

40. Step stools are provided if a child is unable to reach sink or stool safely.							
41. There is anti-bacterial soap at each sink for hand washing.							
42. There is ample supply of toilet tissue and paper toweling.							
43. Toothbrushes are carefully labeled, stored, and not shared by the children.							
44. Lighting and ventilation are adequate.							
45. Trash containers are emptied daily or more often if needed.							
46. Floors are dry and free of debris.							
47. Sinks, stools, floors, and walls are thoroughly cleaned daily with germicidal solution.							
48. At least one staff person accompanies child(ren) to bathroom at all times.							
49. Staff and children wash their hands following the IMSHSP Hand Washing Procedures.							
50. Plumbing is working properly.							
51. At least one bathroom is accessible to disabled children using wheelchairs and/or braces.							

Comments:

PLAYGROUND SAFETY

52. The Daily Playground Safety Checklist procedure is being followed and completed by all monitoring levels.							
53. A well-stocked first aid kit is accessible to caregivers during outdoor play.							

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TRANSPORTATION SAFETY

54. The Bus Observation monitoring procedure has been completed for this month, per instructions, by the bus staff supervisor - Level I (usually Health Services Coordinator) and the Director - Level 2.							
55. The Bus Driver's Weekly Checklist for monitoring of daily pre-trip inspections has been completed per instructions by Level I and Level 2 personnel.							
56. Problems found during daily inspections are corrected immediately.							
57. Bus routes are carefully planned, reviewed, and monitored for safety hazards. Written up-todate bus route plans are on file at the center.							
58. Bus evacuation drills are completed monthly.							

Comments:

DISMISSAL SAFETY

59. Children are discharged only to those persons whom parent/guardian indicates in writing as authorized and the proper sign-in sign-out forms are being used.							
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MEDICATION SAFETY

60. Medications are kept in locked containers or refrigeration, if required. (Must be kept in separate containers.)

61. Patients name, medicine name, amount to be given, and the time to be given are labeled on the medicine and are dispensed carefully.

62. Correct, sanitized, measuring instruments are kept with medications and used to dispense the correct dosages.

63. Non-prescription medications is given only by doctors' orders or parent's permission.

64. Classroom medication forms are kept up-to-date after each dose is given and "Medication" notitas are sent home to parents with medication every day.

Comments:

ENVIRONMENTAL CHECKLIST SUMMARY SHEET

65. The Summary Sheet is completed monthly after each checklist is performed.

66. All problem items found, are corrected, per the corrective action plan.

Comments: