

Facility Health and Safety Inspection - WCMCA Head Start

Center: _____ Family Education Specialist(s): _____

The following health and safety items meet the most stringent standards by MN Certified Exempt Child Care Center Licensing, Caring for our Children (adopted by the Office of Head Start), Child and Adult Care Food Program (CACFP), and MN Dept. of Health food sanitation requirements.

1. Complete this checklist **initialing and dating items** that meet requirements (**MET**) or need corrective action (**CORR**).
2. FESs make immediate corrections whenever possible, notifying Head Start Supervisor with additional concerns.
3. FESs complete this form in January. Submit the form to your Supervisor by the 5th of the following month. Supervisors complete this form in April and submit a copy of the form to the FES by the 5th of the following month, to be reviewed at monthly Team Meetings.
4. Classroom teams must review this form for items of concern to determine if procedure changes are needed.

Program Practices					
MET	CORR	Requirement	MET	CORR	Requirement
		Staff-to-child ratios are maintained at all times.			Staff conduct a Daily Health Check for all children upon their arrival.
		Redundant systems of ensuring accurate and ongoing child counts are in place and evident.			Classroom sign-in/sign-out is implemented. Staff reviewed Enrollment Emergency Agreements (EEAs) and are trained as to who is authorized to pick up a child, asking for an ID when someone new has been authorized by the child's parent.
		A picture schedule is visible, accurate and referred to with children. The picture schedule is at the eye level of children.			
		Fire and tornado drills are current and reflected in the ChildPlus module.			Maltreatment of Minors Mandated Reporting form with site-specific phone numbers
Notes/Comments:					

Health Practices					
MET	CORR	Requirement	MET	CORR	Requirement
		Child and staff hands were washed with soap and water after diaper changes, after the use of a toilet, and before handling food or eating.			All Child Allergy Information Forms are signed by all staff, substitutes, and the site supervisor and in the EEA binder.

		Disinfectants and sanitizers are EPA-approved. Bleach solutions are mixed daily and clearly labeled with solution and date. These items are not accessible to children.			Mouthed items are placed in a designated container to be washed and disinfected at the end of the day.
		Contaminated materials from spilled bodily fluids are placed in a plastic bag with a secure tie before disposal.			Sharps containers are available and kept out of the reach of children.
		Lined waste baskets are available for diapering and food disposal, securely stored with lids. Garbage is disposed of daily.			Tissues, liquid soap, and disposable towels for washing hands are in ample supply, and readily available for children and adults.
		Table toothbrushing is implemented and staff model the process.			Toothbrush storage eliminates cross-contamination and is out of the path of children.
		Toilets are flushed immediately after each use, and sinks drain properly.			
Notes/Comments:					

Food and Water					
MET	CORR	Requirement	MET	CORR	Requirement
		Menus – When food was provided by the license holder, menus complied with USDA nutritional requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Dated menus for each meal served are posted, with substitutions noted for each food item. <input type="checkbox"/> Whole-grain-rich grains identified, and served daily. <input type="checkbox"/> 100% juice served, limited to once a day. <input type="checkbox"/> Specific types of milk served were identified, unflavored 1% or skim. <input type="checkbox"/> Site name 			Point of Service meal count is implemented at each meal (each child sitting with all food available).
					Tables are washed with soap and water before and after each use.
					Drinking water – Drinking water was always available to children, including outdoors, and offered at frequent intervals. <i>*No child water bottles.</i>
					Children and staff are seated while eating and engaging in family style or positive meal experience.
		Food allergies and special dietary accommodations are posted confidentially in classrooms and near food preparation and service areas with child names and photos.			

Notes/Comments:

Medication/First Aid					
MET	CORR	Requirement	MET	CORR	Requirement
		Medications have written instructions from a physician or authorized medical professional to administer prescription medications obtained with parent consent.			Over-the-counter or non-prescription medicines (diapering products, sunscreen lotions, and insect repellents) were authorized and administered according to the manufacturer's instructions with written physician's instructions.
		Prescription medications are in original containers/packages in locked storage or in the case of rescue medication, out of the reach of children, but easily accessible to staff.			Diaper/toileting products to control diaper rash including diaper wipes were labeled with the designated site name. Additional diapering products follow medication policies.
		Medication administration is properly logged, ensuring medications have not expired and are disposed of properly by being returned to the parent. (See Medication Log)			
Notes/Comments:					

Exclusion of Sick Children					
MET	CORR	Requirement	MET	CORR	Requirement
		A child who becomes sick at the center is isolated from other children, supervised, offered a cot and blanket, and a parent was called immediately.			Policy requiring parents to report infectious disease within 24 hours was carried out. All parents are informed of possible communicable disease exposure.
		Excluded from care – A child who exhibited a contagious condition, meeting program exclusion policies, was excluded from care.			Staff implement Daily Health Checks and follow Incident, Injury, Illness (I/I/I) reporting procedures.
Notes/Comments:					

Nap and Rest					
MET	CORR	Requirement	MET	CORR	Requirement
		Confinement limitation – No child was required to remain on a cot after completing a nap or resting quietly for 30 minutes.			Each child had separate bedding which was laundered weekly and when soiled or wet.
		Placement of equipment – Cots were placed directly on the floor and had clear aisles and unimpeded access on at least one side of the equipment.			There is adequate lighting during nap/rest for children's supervision and quiet activities for children who do not nap.
Notes/Comments:					

Facility and Safety					
MET	CORR	Requirement	MET	CORR	Requirement
		Flooring is in good condition. Hard surfaces are free of chipping and damage. Rugs and carpets lay flat and have a non-slip backing.			Doors, door jams, and windows are free of rust and damage. Doors and windows open and close properly with no obstruction.
		Hazardous objects are stored, electrical outlets are covered or tamper-resistant, and cords are secured out of reach of children.			Equipment is free of sharp edges, splinted wood, rough, cracked or peeling surfaces. Broken items and bins are removed promptly.
		Walkways and stairs are free of debris, standing water, snow, or ice.			
Notes/Comments:					