

CLASSROOM HEALTH AND SAFETY ROUTINES AND REQUIREMENTS PROCEDURE

1302.47 Safety practices.

(a) A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at http://www.acf.hhs.gov/sites/default/files/ecd/caring_for_our_children_basics.pdf, for additional information to develop and implement adequate safety policies and practices described in this part.

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.

Before First Day of Class

- Health Alert complete, dated, reviewed, covered
- Pick-up Alert complete, dated, reviewed, covered
- First aid kits and backpack complete (list of contents) and in dedicated location(s)
- Emergency Cards for all children updated in file and Emergency Notebook
- Staff Emergency Information updated in Emergency Notebook
- Direct Service Team (DST) members are aware of any health conditions and how to respond
- Refrigerator and freezer thermometers checked and visible
- Food thermometer checked and in place
- Electrical outlets child-proofed
- Smoke detector checked
- First Extinguisher inspection current
- Garbage can(s) clean with lids
- Room smells fresh; temperature is comfortable
- Labeling used to show location of knives, cleaning supplies, medication box, first aid kits, Disaster Kit location

Following items posted

- Building For The Future,
- And Justice for All,
- Health District Food Establishment Permits
- First Aid Flip Chart
- Disaster Plan

- Safety Record and Evacuation Plan
- Emergency Procedures Poster
- Evacuation Plan
- Classroom Emergency Procedures and Rapid Response Plan
- First Aid/CPR and Food Handler Cards
- Hand Washing Procedure
- Stand Up Diapering Procedure
- Disinfecting and Sanitizing with Bleach Guidelines
- Substitute Classroom Checklist

Daily

- Teaching staff complete indoor and outdoor Health and Safety Monitoring Checklist before and after class.

Once a Month

- Identify parent/guardian and have them complete the Family Health and Safety Monitoring Checklist
- Family Advocates complete Health and Safety Monitoring Checklist
- Site Supervisors complete Health and Safety Monitoring Checklist
- Teachers complete monthly Health and Safety Monitoring Checklist
- Refrigerator is cleaned out and sanitized

At Monthly DST

- Review all Health and Safety Monitoring Checklists.
- Discuss any health and safety issues have identified and possible resolutions
- Are fire and earthquake drills documented?
- Did staff take first aid backpacks and child emergency cards during drills?
- Review and discuss Incident Reports and follow-up
- Review Pick-Up and Health Alerts