

## HEALTH AND SAFETY MONITORING PROCEDURES

### **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](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.

### **1302.102 Achieving program goals.**

b) *Monitoring program performance.* (1) *Ongoing compliance oversight and correction.* In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must:

- (i) Collect and use data to inform this process;
- (ii) Correct quality and compliance issues immediately, or as quickly as possible;
- (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and,
- (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

### **Purpose**

To ensure that each classroom is using the same tools and procedures to monitor health and safety and to ensure issues are addressed and follow-up is completed in a timely manner.

#### **1. Monthly Health and Safety Monitoring Check- Classroom Staff**

Used daily and monthly by classroom staff as a reminder of what to look for in their classrooms. Initial items after completed. If the identified issues are minor and can be fixed, fix them. More significant issues and how addressed need to be summarized at the bottom of the checklist in the comments section for follow-up. The Health and Safety Monitoring Check is discussed at the monthly DST for follow-up and submitted to the Site Supervisor with the end of the month paperwork. Site Supervisors will work with classroom staff to ensure follow-up is completed within one week. Site Supervisor turns completed Health and Safety Monitoring Check into

the Family Services Program Manager. There are five sections of the Health and Safety Monitoring Check that must be completed monthly.

- Monthly Health and Safety Monitoring Check-Teacher Opening and Closing Checklist  
Used daily by staff as a reminder of what to look for in their rooms prior to student arrival and after students leave.
  - Monthly Health and Safety Monitoring Check:-Supervisor Checklist  
This is completed during class time by the Site Supervisor monthly.
  - Monthly Health and Safety Monitoring Check-Teacher Checklist  
To be completed monthly by the Teacher.
  - Monthly Health and Safety Monitoring Check-Family Advocate Checklist  
To be completed monthly by the Family Advocate.
  - Monthly Health and Safety Monitoring Check-Family Checklist  
Each month it is expected that a parent will do the “Monthly Family Checklist”.
2. Safety Record and Evacuation Plan-Teacher  
Fire Drills are completed monthly by classroom staff; earthquake drills are completed quarterly. All drills are documented when completed and a copy of the Plan is submitted to the Site Supervisor with the end of the month Health and Safety paperwork.
  3. Classroom Health and Safety Observation-Nurse Consultant  
Completed two times a year. Nurse consultant will schedule directly with sites and will email Site Supervisors and Family Services Program Manager the schedule. Follow-up is completed by the Direct Service Team and turned in to the Site Supervisor for review within 2 weeks of the Health and Safety Observations. Site Supervisor turns completed Health and Safety Checklist into the Family Services Program Manager. Family Services Program Manager, Nurse Consultant, and Site Supervisors meet twice a year, following the health and safety observations, and discuss program trends and program follow up.
  4. Health and Safety Checklist for Socialization-EHS Home Visitors/Family  
Completed by staff and a parent prior to each socialization and turned into Supervisor. Follow-up is completed by the Socialization group and Supervisor.
  5. Infant/Toddler Nurse Consultant Socialization Monthly Report-Nurse Consultant  
Completed two times a year for each socialization group by the nurse consultant. Follow-up is completed by the Socialization group and Supervisor.

6. Socialization Observation Checklist-EHS Coordinator Assistant

Completed two times a year for each socialization group by the Supervisor. Follow-up is completed by the Socialization group and Supervisor.

7. Playground Health and Safety Inspections-Trained Staff

Program will designate consultant(s) or trained staff to inspect all playgrounds annually. Classroom staff are responsible for completing a playground inspection prior to the start of class each day and documenting the inspection on the “Opening Checklist-Prior to Children attending” section.

8. Incident and Illness Reports-Staff

Classroom staff are responsible for completing incident and illness reports for all injuries and illnesses to children regardless of how minor they seem. The original copy is given to the parent/guardian on the same day as the incident or illness. Direct Service Staff input data from the copy of the incident and illness report into ChildPlus within 3 days of the incident or illness. The yellow copy is kept in the child’s file after database entry. Site Supervisor will print out a monthly incident and illness report form ChildPlus and bring to monthly DST. Incident and Illness reports are discussed at monthly DST’s to determine possible trends and additional follow-up as needed.