

## HEALTH AND SAFETY SCREENER

(April 4, 2017)

<b>Delegate:</b>	_____
<b>Center:</b>	_____
<b>Program Option/s</b>	_____
<b>Delegate/GO Staff Name:</b>	<b>Date:</b> _____
<b>Grantee Staff Name:</b>	<b>Date:</b> _____

1. Delegate/Grantee Op staff will complete a health and safety screening for each classroom where children receive services prior to start up. Designated Grantee Staff will complete a health and safety screening for each classroom where children receive services within 30 days of start-up.
  - a. Mark each item in the screening form In Compliance (IC) or Out of Compliance (OC). Provide descriptions for items marked "Out of Compliance".
  - b. Determine issues, priorities, and those responsible for actions and improvements within each classroom and across the program.
2. Action will be taken to correct findings within 15 days of the Grantee review.
3. Grantee will summarize all Health and Safety Screenings (may attach COPA H & S Screener), obtain Governing Board approval and submit to the Office of Head Start within 60 days of program start-up.

*This screening does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each agency's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements.*

Requirements	Prior to Children Arriving-Provider/Specialist		Within 30 Days of Start-up-Grantee		Comments	Date & Initial Comments
	IC	OC	IC	OC		
<b>License/Clearances/Inspections (EnvHS 1.3/T22)</b>						
<b>A.</b> The facility license is posted and accessible for viewing.						
<b>B.</b> If there are any Community Care Licensing Site Visit reports, they are posted and items have been corrected. If applicable, Type A violations have been reported to the Grantee per contract.						
<b>Air Quality and Overall Sanitation (EnvHS 1.1)</b>						
<b>A.</b> Fresh air is available in rooms occupied by children.						
<b>B.</b> The environment is free of air pollutants, including mold, smoke, lead, pesticides, asbestos and herbicides, as well as soil and water pollutants.						
<b>C.</b> Materials, toys, art and office supplies, and equipment are free of any hazards that may cause harm to children, families or staff.						
<b>D.</b> All sewage and liquid waste is disposed of so not to expose children and adults.						
<b>E.</b> All garbage and trash is stored in garbage cans with lids that do not allow easy access by children.						
<b>F.</b> Toileting and diapering areas are separated from areas used for food preparation, service, cooking, eating and children's activities. Sanitization supplies are available for exclusive use in the area and out of reach of children.						
<b>G.</b> Toilets and sinks are clean, in good repair, and easily accessible by children. Licensing waiver is in place for facilities that do not meet Title 22 toileting guidelines.						
<b>H.</b> There is a pest management program in place and chemicals for controlling pests are not in use while children are present.						

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	IC	OC	IC	OC		
Emergency Alert Systems and Fire Safety (EnvHS 1.2)						
A. A fire extinguisher is available and easily accessible in every classroom.						
B. The fire extinguisher has been serviced at least annually.						
C. There is a smoke detector system; it has been tested in the last 12 months and logged at time of test.						
D. Carbon monoxide detectors are properly installed and currently functioning. They have been tested in the last 12 months and logged at time of test.						
General Safety and Wellness (EnvHS 1.1)						
A. Unvented fuel-fired heaters are not present.						
B. Accessible electrical outlets/cords are covered and/or childproof.						
C. Windows and glass doors are constructed, secured and adjusted to prevent children’s injury and escape.						
D. Children are safe from the potential hazards posed by appliances.						
E. Pets are inaccessible to children at all times.						
F. Lighting is bright enough so children and adults can clearly see activities, materials, and pathways.						
G. Heating and cooling system are designed to prevent injury to children and adults. This includes burns from hot water.						
H. Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.						

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	IC	OC	IC	OC		
<b>I.</b> Indoor and outdoor space in EHS or HS centers used by mobile infants and toddlers is separated from general walkways and from area in use by preschoolers.						
<b>J.</b> Infants and Toddlers cribs and cots are at least 3 feet apart.						
<b>K.</b> Preschoolers napping equipment shall be arranged so that each child has access to a walkway.						
<b>L.</b> The agency provides for maintenance, repair, safety and security of all Head Start facilities and equipment.						
<b>Evacuation Routes and Emergency Plans (EnvHS 1.2)</b>						
<b>A.</b> There is an operating phone that is accessible to staff.						
<b>B.</b> Exits are clearly visible.						
<b>C.</b> Emergency/Evacuation plans are posted.						
<b>D.</b> Emergency evacuation drills are conducted and documented monthly.						
<b>E.</b> Emergency supplies, including parent and emergency contact information, first aid kits, etc. are readily available indoors/outdoors.						
<b>F.</b> All required policies and plans of action for health emergencies requiring rapid response (choking, asthma and seizure) are posted.						
<b>G.</b> Emergency lighting is available and working in case of power failure.						
<b>H.</b> Staff notifies parents when children are sick or injured.						
<b>I.</b> A current parent or guardian emergency contact list is on file. Staff carries the list on field trips and during evacuations.						
<b>Safety and Cleanliness of Indoor and Outdoor Space (EnvHS 1.1)</b>						
<b>A.</b> The design of the indoor/outdoor play area and equipment promote the safety of children and are in good repair.						

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	IC	OC	IC	OC		
<b>B.</b> Storage areas for poisons are locked.						
<b>C.</b> Cleaning supplies, disinfectants, medications and other items which could pose a danger to children are inaccessible.						
<b>D.</b> All areas are clean and free of dirt and debris.						
<b>E.</b> Provisions are made to ensure the safety, comfort and participation of children with disabilities.						
<b>F.</b> There is no tip over or tripping hazards in the environment.						
<b>G.</b> Toys, materials and furniture are age and developmentally appropriate.						
<b>H.</b> Environments are free of choking hazards.						
<b>I.</b> The program follows Procedure HS48, Safe Sleep for Infants, to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases.						
<b>J.</b> There is a fence to prevent children's access to all water hazards, such as swimming pools or other bodies of water and vehicular traffic.						
<b>K.</b> Indoor and outdoor premises are inspected <b>prior</b> to each use by children. Premises are kept free of undesirable and hazardous materials and conditions.						
<b>L.</b> Infant toys are cleaned and sanitized as needed between each use by individual children and at least weekly.						
<b>Handwashing (EnvHS 2.1)</b>						
<b>A.</b> Handwashing procedures are posted and followed at all times.						
<b>Spilled Bodily Fluids (EnvHS 2.1)</b>						
<b>A.</b> Bodily fluids are cleaned up using the proper procedure.						

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<b>Diapering (EnvHS 2.1)</b>						
A. The diapering procedure is posted and followed at all times.						
<b>Medication Management (EnvHS 2.3)</b>						
A. Staff can articulate the names of all enrolled children who are prescribed medications and have an up to date medication administration plan.						
B. All medications are in the original containers and include written orders from a physician that specifies dosage and length of time to administer the medication. Staff has been trained in medication administration and it is documented.						
C. Non-emergency medications are stored under lock and key.						
D. Medications are not expired and are stored per manufacturer's guidelines.						
E. There is an incidental medical plan.						
<b>Group Ratio (EnvHS 3.2)</b>						
A. The class is in ratio at all times.						
<b>Safe Outdoor Play Areas (EnvHS 3.3)</b>						
A. Outdoor play areas are arranged so adults can see children and effectively supervise to prevent children from leaving and or getting into unsafe areas.						
<b>Supervision (EnvHS 3.5)</b>						
A. Children are visually supervised at all times.						
B. Staff is within arm's reach of children sitting in a high chair or on a changing table and holding any children who are bottle feeding.						
C. Staff is supervising and engaging with children in a way that ensures the children's safety.						

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<b>D.</b> An Active Supervision plan that includes all required elements is posted by the center license and being implemented.						
<b>E.</b> Staff can articulate the agency's procedure that ensures children are released only to designated adults.						
<b>F.</b> Signatures on sign out sheets match names listed on child emergency card.						
<b>G.</b> All children in attendance are signed in.						
<b>Positive Guidance (EnvHS 3.6)</b>						
<b>A.</b> Staff use positive guidance when responding to undesired child behavior rather than corporal punishment, emotional or physical abuse, unnecessary restraint, humiliation, isolation, or denial of food, water, or bathroom privileges						
<b>Nutrition/ Food Service/Dental (OHS/T22)</b>						
<b>A.</b> The center complies with CACFP food safety and sanitation guidelines.						
<b>B.</b> Individual nutritional needs and feeding requirements are met for all children that comply with USDA nutrition requirements. Child Meal Patterns, Justice for All, and menus are posted.						
<b>C.</b> Foods that pose a high risk of choking for infants and toddlers as indicated in the Grantee's Health and Wellness Procedure (HS-33) are not served.						
<b>D.</b> Tooth brushing is done according to dental hygiene procedure HS18 and is promoted in conjunction with meals. Toothbrushes are stored in a sanitary manner that includes appropriate air flow, labeled by child name and brushes do not touch when stored.						

Requirements	Prior to Children Arriving-Provider/ Specialist		Within 30 Days of Start-up-Grantee		Comments	Date & Initial Comments
	IC	OC	IC	OC		
Proper Handling of Breast Milk/Formula (EnvHS 2.2)						
A. There is proper refrigerated storage and handling of breast milk and formula according to USDA guidelines.						
B. Prepared bottles/cups are labeled with the child’s name, date and time of preparation.						
Transportation (OHS/T22)						
A. There is evidence of Pedestrian Safety Education for both child and family within 30 days of each child’s first day of attendance.						

**Comments:**