

# CCHP Health and Safety Checklist—References

## with Head Start Standards

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*Developed by the California Childcare Health Program, administered by  
University of California, San Francisco (UCSF) School of Nursing  
([www.ucsfchildcarehealth.org](http://www.ucsfchildcarehealth.org)). 2005.  
Adapted for Stanislaus County Office Of Education-Child/Family Services 2006.*



**CCHP Health and Safety Checklist items referenced by National Health and Safety Performance Standards, California State licensing regulations and other checklists.**

The CCHP Health and Safety Checklist—References document was designed to guide the user to the appropriate health and safety standard(s) and regulation(s) for each item in the CCHP H & S Checklist. Some items were developed by combining more than one standard or regulation and there may be additional standards or regulations not documented that may be relevant to any item. In addition, other checklists from various sources were used, and an advisory committee of researchers and child care health consultants, child care health advocates, directors and teachers also provided guidance on item selection.

*Note: References to standards and regulations in this document are up-to-date as of 2005. The authors recognize that standards and regulations may be updated and changed.*

<b>CODES</b>	
<b>NHS</b>	Caring for Our Children National Health and Safety Performance Standards
<b>T22</b>	Title 22 California Child Care Manual of Policies and Procedures
<b>NAEYC</b>	National Association for the Education of Young Children, National Accreditation
<b>HS – PS</b>	Head Start Performance Standard

**References**

*Advisory committee of researchers and child care health consultants and advocates, directors and teachers.* (2004).

*American Academy of Pediatrics, American Public Health Association, & National Resource Center for Health and Safety in Child Care.* (2002). Caring for our children: National health and safety performance standards: guidelines for out-of-home child care programs. 2nd Edition. Washington, D.C.: American Public Health Association.

*American Academy of Pediatrics, American Public Health Association, & National Resource Center for Health and Safety in Child Care.* (2003). Stepping stones to using caring for our children: National health and safety performance standards: guidelines for out-of-home child care programs. 2nd Edition. Washington, D.C.: American Public Health Association.

*National Association for the Education of Young Children.* (1998). Early childhood classroom observation. Washington, D.C.: National Association for the Education for Young Children.

*Quality Enhancement Project for Infants and Toddlers.* (2001). Child Care Evaluation Summary. University of North Carolina at Chapel Hill, School of Public Health.

*State of California Health and Human Services Agency.* (1999). Earthquake Preparedness Checklist (EPC). Sacramento, CA: Department of Social Services.

*State of California, Health and Human Services, Department of Social Services.* (2000). Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1. Chicago, IL: Barclays Law Publishers.

*U.S. Consumer Product Safety Commission* (1997). Handbook for Public Playground Safety. Washington, D.C.

**INDOOR:**

<b>Emergency Prevention/Poisons</b>	<b>NHS</b>	<b>T22</b>	<b>NAEYC</b>	<b>HS - PS</b>
1. Emergency telephone numbers are posted for emergency services (for example, 911, poison control, fire department, police and children's protective services).	5.084 8.077	101174 (b)(2)(F)		1304.22(a)(2)
2. Emergency procedures are posted for fire and earthquakes, and other regional natural disasters (tornados, floods, hurricanes) in each classroom.	8.024 8.077	101174 (a)&(b)(2)	H-21b	1304.22(a)(3)
3. If natural disasters occur in a region, a 48-hour supply of food and water is stored for each child and staff member.	4.058	H&S 1596.867		
4. An evacuation map is posted in each classroom.	8.077			1304.22(a)(3) 1304.53(a)(10)(vii)
5. There is a smoke detector system, alarm or sprinklers in working order in each room or place where children spend time.	5.053			1304.53(a)(10) (v-vi)
6. Water that may be in direct contact with children is no more than 120°F.	3.021 5.040 5.126	101239(e)(1)(3)		
7. All heating units/fireplaces in children's reach are covered with barriers.	5.037 5.038 5.039	101239(c)		1304.53(a)(10)(i)
8. All electrical outlets in children's reach are covered.	5.048		H-18b	1304.53(a)(10)(xi)
9. Earthquake safety: There are no heavy objects on open shelves and/or cabinets over 3 feet (for example, prevent falling objects).		H&S 1596.867		
10. Earthquake safety: All tall furniture over 4 feet (for example, cubbies, shelves) is bolted to the wall or floor.		H&S 1596.867		
11. First Aid: The program has at least one fully equipped, readily available first aid kit.	5.093	101226(d)		1304.22(f)(i)
12. First Aid: The program has a separate fully equipped first aid kit for field trips.	2.038 5.093			
13. Poisons: Cleaning agents are labeled and stored (except bleach solution) in their original containers	5.100		H-20a	1304.53(a)(10)(iii)
14. Poisons: Cleaning agents are kept separate from food in cabinets and out of children's reach.	4.060 5.100 5.106	101227(a)(16)(17) 101238(g)(l)&(i) 101438.1(g)	H-20b	1304.53(a)(10)(iii)
15. Air quality: Temperature is between 65°F and 75°F during the winter months and between 68°F and 82°F during the summer months.	5.028	101239(a)(1) (temp. vary within a few degrees)	H-18a	1304.53(a)(10)(i) 1.
16. Air quality: There are no bad odors or fumes (for example, tobacco, mildew, urine/excrement, chemicals, air fresheners).	5.028			1304.52(a)(8)

<b>Staff and Children's Possessions</b>	<b>NHS</b>	<b>T22</b>	<b>NAEYC</b>	<b>HS - PS</b>
17. Children's personal belongings (including clothing and bedding) are stored so they do not touch others' belongings.	5.144 5.151 5.153	101238.4 (a)(b)&(c) 101239.1(c)(2)	G-5	1304.22(e)(7)
18. Adult purses/backpacks are out of reach of children.	5.151	101238(a)(g)		

**Special Needs Medications: Are there children's medications at the program?**

\_\_\_\_\_ Yes – continue with question #s 19 – 22.

\_\_\_\_\_ No – skip to question #23.

19. Medications are labeled with the child's name.	3.082	101226(e)(2)	H-20a	1304.22(c)(1)
20. Medications are stored out-of-reach of children and they are in their original and childproof container.	3.082	101226 (e)(1)(A)(B)	H-20a	1304.53(a)(10)(iii) 1304.22(c)(1)
21. Medications are labeled with a date that shows it is not expired.	3.082	101226(e)(2)		1304.22(c)(1) <b>2.</b>
22. Medications are labeled with the administration instructions and are refrigerated (if needed).	3.082	101226(e)(1)(C) &(e)(3)		1304.22(c)(1) 1304.53(a)(10)(iii)
23. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food preparation area(s).	4.010			1304.20(a)(1) (iii-iv) 1304.23(c)(6) <b>2.</b>

**Handwashing**

25. Proper handwashing procedures are posted at all handwashing sinks, including food preparation and art sinks.	8.034		H-14c	1304.22(e)(1-2) <b>2.</b>
26. Children's handwashing sink(s) are at child's level or accessible by a safety step.	3.022 5.126		H-17a	1304.53(a)(10) (xiv)
27. Staff wash their hands with liquid or foam soap and running water after each toileting/diapering of children over 35 months.	3.020 3.021	101438.1 (b)&(b)(1)	H-14a	1304.22(e)(1-2)
28. Staff wash their hands with liquid of foam soap and running water before food preparation and/or service.	3.020 3.021 4.051	101227(a)(14)	H-14a	1304.22(e)(1-2)
29. Children (over 35 months) wash their hands, or have their hands washed, with liquid or foam soap and running water after each toileting/diapering. Total # of children observed after toileting/diapering _____ # of children observed washing correctly _____	3.020		H-17c	1304.22(e)(1-2)
30. All children wash their hands, or have their hands washed, with liquid or foam soap and running water before eating. Total # of children observed before eating _____ # of children observed washing correctly _____	3.020		H-17c	1304.22(e)(1-2)

	NHS	T22	NAEYC	HS - PS
31. All children wash their hands, or have their hands washed, with liquid or foam soap and running water after eating. Total # of children observed after eating _____ # of children observed washing correctly _____	3.020			

### Food Preparation/Eating/Sanitation

32. No perishables, including food brought in by children (for example, meat, fish, poultry, milk, bottles or formula/breast milk, eggs) are left out of the refrigerator for more than one hour.	4.015 4.017 4.052	101227(a)(8)& (a)(15)		
33. Food preparation areas are separate from the eating and play areas.	4.042 5.112	101227(a)(25)		
34. Food preparation and eating areas, including counters, tabletops and floors, are cleaned/swept before and after food preparation and meals.	4.044	101227(a)(18)	H-13a	1304.23(e)(1)
35. Food preparation areas are separate from the toilet, bathroom and diaper-changing areas.	4.042 5.117 5.132	101439(h)(5)		1304.53(a)(10) (xiv)
36. Refrigerators have a thermometer and are equal to or less than 40°F.	4.047 4.052	101227(a)(15) (45 degrees)		1304.23(e)(1) 1.
37. Children under 4 years old do not have food that causes choking, even if brought from home (for example, nuts, popcorn, candy, whole grapes, hot dog rounds, chunks of meat, spoonfuls of peanut butter, carrots).	4.037	101227(a)(9)		1304.23(b)(1) (iv)
38. A current weekly menu of all food and beverages served in the program is posted.	8.077	101227(a)(6)		1304.23(b)(1)(ii) 2.
39. There is a designated area (for example, sink) or container, out of children's reach, for mouthed or contaminated toys.	3.036	101438.1(d)		

### Oral Health

40. All children (over 35 months of age) brush their own teeth or have their teeth brushed at least once a day.	3.010		A-5 B-71	1304.23(b)(3)
41. Toothbrushes are labeled with the child's name and stored safely.	5.095 5.151			1304.23(b)(3) 3.

### OUTDOOR/INDOOR EQUIPMENT:

#### Outdoor

Number of adults _____ Number of children _____ Outdoor staff to child ratios (# adults: # children) _____				
42. Adult staff are present in all outdoor areas and provide direct supervision.	2.028 5.085	101229(a)(1)	H-7a A-2	1304.52(g)(5) 1304.53(a)(9)

	NHS	T22	NAEYC	HS - PS
43. All children are always visible by an adult staff member while outside.	2.028 5.168	101229(a)(1)	H-7a G-2	1304.52(g)(5) 1304.53(a)(9)
44. Outdoor areas are maintained and are clean and safe; no trash, broken equipment, sharp objects, splinters, glass, animal excrement present.	5.070 5.075 5.194 5.197	101238.2 (d)&(h)	H-13a H-15a	1304.53(a)(7) 1304.53(a)(10) (viii)&(x)
45. Helmets are worn by all children when riding bicycles, tricycles or other riding toys/equipment.	5.092 5.242			
46. Outdoor stationary playground equipment is stable and set in secure concrete settings and equipment does not wobble or tip when shaken.	5.181 5.182 5.189	101239(o)	H-19b	1304.53(a)(10)(x)
47. All pieces of outdoor playground equipment are over 9 or more inches of shock-absorbing surfaces; loose fine sand, wood chips, mulch or approved rubber mats.	5.085 5.183 Append V	101238.2 (e)(1)&(e)(2)	H-19a	1304.53(a)(10)(x)
48. Shock-absorbing surfaces (fine sand, woodchips, mulch or approved mats) under outdoor playground equipment extend at least 6 feet beyond the perimeter of the equipment.	5.075 5.183		H-19a (4 ft)	1304.53(a)(10)(x)
49. All fixed outdoor playground equipment has a minimum of 6 feet clearance space from walkways, buildings and other structures that are not used as part of play activities.	5.075 5.172		H-19a (4 ft)	1304.53(a)(10)(x)
50. The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.	5.169 5.178	101238.2 (g)&(g)(1)	G-9b	1304.53(a)(9)
51. Outdoor fences/barriers have at least two exits.	5.178			
52. Outdoor fences/barriers have self-closing gates with self-latching mechanisms that cannot be opened by children.	5.178			1304.53(a)(9)
53. Openings on outdoor playground equipment, fences and handrails are either less than 3½ inches or greater than 9 inches wide.	5.075 5.178 5.186 5.198			

### Indoor

Number of adults _____ Number of children _____ Indoor staff to child ratios (# adults: # children) _____				
54. Indoor climbing equipment is over approved mats that extend at least 6 feet from the structure.	5.085 5.183 Append V	101238.2(e) (1)&(e)(2) (outdoor)		1304.53(b)(1)(vi) <b>4.</b>
55. Indoor climbing equipment is a maximum height (for example, 3 feet for 3 year olds, 4 feet for 4 year olds, 5 feet for 5 year olds).	5.085			1304.53(b)(1)(vi) <b>4.</b>

## INFANT/TODDLER (IT) SUBSECTION

This section is to be completed in programs that have children 0 – 35 months of age. If the program does not have children 0 – 35 months of age, please note this and end the CCHP H & S Checklist here.

	NHS	T22	NAEYC	HS - PS
56. Toys and objects have diameters equal to or greater than 1¼ inches and lengths equal to or greater than 2¼ inches.	5.087	101439 (l)(4)(A)	H-15a	
57. Staff observe proper body mechanics when lifting and picking up children and heavy loads (for example, bend at knees, load close to body, no twisting, push don't pull, get help for heavy loads).	5.080			

## IT Diapering

This section is to be completed on children 0 – 35 months of age who are in diapers or pull-ups. If the program does not have children this age who are in diapers or pull-ups, please note this on the CCHP H & S checklist and skip to the IT food preparation/Eating section.

58. A complete and accurate diaper-changing protocol is posted in diaper-changing area(s).	3.014			1304.22(e)(5) 3.
59. Diapering protocol; A clean, disposable non-absorbent liner is used on the diaper-changing surface with each diapering.	3.014	101428 (d)(7)(A)		1304.22(e)(5) 1304.53(a)(10)(xiv)
60. Diapering protocol: Soiled diapers are removed without contaminating the diaper-changing surface, child and provider.	3.014 5.067			1304.22(e)(5) 1304.53(a)(10)(xiv)
61. Diapering protocol: Soiled clothes are placed in a plastic bag after changing and stored in the child's cubby for parent pick-up.	3.014	101428(c)		
62. Diapering protocol: Soiled diapers are disposed of in a covered, plastic-lined receptacle operated by a foot pedal.	3.014 5.067 5.132	101239(f)(1) 101428 (d)(3)&(d)(4)	H-13b	
63. Diapering protocol; Staff always keep one hand on the child during diapering.	3.014	101428 (d)(1)(A)		1304.53(a)(10)(xiv)
64. Disposable gloves are available in the diaper-changing area(s).	3.014			1304.53(a)(10)(xiv)
65. Diaper-changing surfaces are at adult height, in good repair and sturdy.	3.019 3.028 5.075	101439(h)(3)		1304.53(a)(10)(xiv)
66. Diaper-changing surfaces are water-resistant, non-absorbent and smooth.	3.014	101439(h)(1)		1304.53(a)(10)(xiv)
67. Diaper-changing surfaces are cleaned and sanitized after each use.	3.014 3.019 3.028	101428(d) (7)(A)& (d)(7)(B)	H-13b	1304.53(a)(10)(xiv)
68. Children under 36 months, who are not able to do themselves, have their hands washed by a staff person with liquid or foam soap and running water (for infants, with a moistened towel with soap) after diapering/toileting.	3.014	101428(f)	H-17c	1304.22(e)(1-2)

	<b>NHS</b>	<b>T22</b>	<b>NAEYC</b>	<b>HS - PS</b>
69. Children under 36 months, who are able to do so themselves, wash their own hands with liquid or foam soap and running water after diapering/toileting.	3.014 3.020	101428(f)	H-17c	1304.22(e)(1-2)
70. Staff wash their own hands with liquid or foam soap and running water after each diapering/toileting of a child.	3.014 3.020 3.021	101428.1 (b)&(b)(1)	H-14a	1304.22(e)(1-2)

### **IT Food Preparation/Eating**

71. Bottles with formula in the refrigerator are labeled with the individual child's name and dated within two days of the observation visit.	4.017	101427(e) (1)(a)&(j)		
72. Breast milk in the refrigerator is labeled with the individual child's name and dated within two days of the observation visit.	4.017	101427(e) (1)(a)&(j)		1304.23(e)(2)
73. Breast milk in the freezer is labeled with the individual child's name and dated within three months of the observation visit.	4.017	101427(e) (1)(a)&(j)		1304.23(e)(2)
74. If bottles, bottle caps or nipples are reused, wash in a dishwasher or wash, rinse and boil for one minute.	4.017 4.019	101427 (g)&(n)		1304.23(e)(1)
75. Breast milk is thawed under running cold water or in the refrigerator, not heated in the microwave or in boiling water.	4.017			1304.23(e)(2)
76. Infants too young to sit up are held by an adult while being fed, and infants able to sit up and toddlers eat sitting up.	4.014 4.030	101427 (h)&(i)	I-3	1304.23(c)(5)
77. Oral Health: Children under 36 months have their gums and/or teeth wiped with either a disposable cloth or gauze, or brushed at least once a day.	3.010			1304.23(b)(3)

### **IT Sleeping/Napping**

All cribs: does the program have cribs?  
 Yes – continue with question #78.  
 No – end the CCHP H & S Checklist here.

78. Cribs are made of wood, metal or plastic and have mattresses that fit, for example, no more than two fingers can fit between the mattress and the crib).	5.145			1304.53(b)(1)
79. Cribs have secured latching devices and slats spaced no more than 2-3/8 inches apart.	5.145	101439.1 (b)(5)(B) (b)(5)(C)	H-16b	
80. Cribs do not have corner post extensions over 1/16 of an inch and do not have cutouts in the head or footboards.	5.145			
81. All infants under 12 months are put to sleep on their backs.	5.146		H-16b	
82. No soft bedding is accessible to children under 12 months in their sleeping area(s).	5.146			1304.53(b)(3)

1. Performance Standards do not specify temperatures
2. Head Start Health & Nutrition PRISM Protocol Guidance
3. Performance Standard Guidance
4. Performance Standard Guidance – as per manufacturers instructions