

# CCHP Health and Safety Checklist - References

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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.*



## 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 an 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.*

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### C O D E S

<b>SS</b>	Stepping Stones
<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>Other</b>	Cal/EPC – California Earthquake Preparedness Checklist CPSC-US – Consumer Product Safety Commission QEP – University of North Carolina ADV – CCHP Health & Safety Checklist Advisory Committee

## 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, DC.

**INDOOR:**

**Emergency Prevention/Poisons**

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

## Staff and Children's Possessions

	SS	NHS	T22	NAEYC	Other
17. Children's personal belongings (including clothing and bedding) are stored so they do not touch others' belongings.	No No No	5.144 5.151 5.153	101238.4 (a)(b)&(c) 101239.1(c)(2)	G-5	
18. Adult purses/backpacks are out of reach of children.	No	5.151	101238(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.	Yes	3.082	101226(e)(2)	H-20a	
20. Medications are stored out-of-reach of children and they are in their original and childproof container.	Yes	3.082	101226 (e)(1)(A)	H-20a	
21. Medications are labeled with a date that shows it is not expired.	Yes	3.082	101226 (e)(2)		
22. Medications are labeled with the administration instructions and are refrigerated (if needed).	Yes	3.082	101226(e)(1)(C) &(e)(3)		
23. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food <i>preparation</i> area(s).					QEP
24. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food <i>service</i> area(s).	Yes	4.010			QEP

## Handwashing

25. Proper handwashing procedures are posted at all handwashing sinks, including food preparation and art sinks.	No	8.034		H-14c	
26. Children's handwashing sink(s) are at child's level or accessible by a safety step.	Yes	3.022		H-17a	
	Yes	5.126			
27. Staff wash their hands with liquid or foam soap and running water after each toileting/diapering of children over 35 months.	Yes	3.020	101438.1 (b)&(b)(1)	H-14a	
	Yes	3.021			
28. Staff wash their hands with liquid or foam soap and running water before food preparation and/or service.	Yes	3.020	101227(a) (14)	H-14a	
	Yes	3.021			
	Yes	4.051			
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 _____	Yes	3.020		H-17c	
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 _____	Yes	3.020		H-17c	

	SS	NHS	T22	NAEYC	Other
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 _____	Yes	3.020			

### Food Preparation/Eating/Sanitation

32. No perishables, including food brought in by children (for example, meat, fish, poultry, milk, bottles of formula/breast milk, eggs) are left out of the refrigerator for more than one hour.	Yes Yes Yes	4.015 4.017 4.052	101227 (a)(8)& (a)(15)		
33. Food preparation areas are separate from the eating and play areas.	Yes Yes	4.042 5.112	101227 (a)(25)		QEP
34. Food preparation and eating areas, including counters, tabletops and floors, are cleaned/swept before and after food preparation and meals.	Yes	4.044	101227 (a)(18)	H-13a	
35. Food preparation areas are separate from the toilet, bathroom and diaper-changing areas.	Yes Yes Yes	4.042 5.117 5.132	101439 (h)(5)		QEP
36. Refrigerators have a thermometer and are equal to or less than 40° F.	No Yes	4.047 4.052	101227(a)(15) (45 degrees)		
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).	Yes	4.037	101227(a)(9)		
38. A current weekly menu of all food and beverages served in the program is posted.	Yes	8.077	101227(a)(6)		
39. There is a designated area (for example, sink) or container, out of children's reach, for mouthed or contaminated toys.	Yes	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.	Yes	3.010		A-5 B-7f	
41. Toothbrushes are labeled with the child's name and stored safely.	No No	5.095 5.151			

### 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.	Yes Yes	2.028 5.085	101229(a)(1)	H-7a A-2	QEP CPSC

	SS	NHS	T22	NAEYC	Other
43. All children are always visible by an adult staff member while outside.	Yes No	2.028 5.168		H-7a G-2	QEP CPSC
44. Outdoor areas are maintained and are clean and safe; no trash, broken equipment, sharp objects, splinters, glass, animal excrement present.	Yes Yes Yes No	5.070 5.075 5.194 5.197	101238.2(d) &(h)	H- 13a H- 15a	CPSC
45. Helmets are worn by all children when riding bicycles, tricycles or other riding toys/equipment.	No Yes	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.	No No No	5.181 5.182 5.189	101239(o)	H-19b	QEP
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.	Yes Yes No	5.085 5.183 Append V	101238.2 (e)(1)&(e)(2)	H-19a	CPSC
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.	Yes Yes	5.075 5.183		H-19a (4 ft)	CPSC
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.	Yes Yes	5.075 5.172		H-19a (4 ft)	CPSC
50. The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.	No No	5.169 5.178	101238.2 (g)&(g)(1)	G-9b	CPSC
51. Outdoor fences/barriers have at least two exits.	No	5.178			
52. Outdoor fences/barriers have self-closing gates with self-latching mechanisms that cannot be opened by children.	No	5.178			
53. Openings on outdoor playground equipment, fences and handrails are either less than 3½ inches or greater than 9 inches wide.	Yes No Yes Yes	5.075 5.178 5.186 5.198			CPSC

### 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.	Yes Yes No	5.085 5.183 Append V	101238.2 (e) (1)&(e)(2) (outdoor)		CPSC
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).	Yes	5.085			

## 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.

### IT General

	SS	NHS	T22	NAEYC	Other
56. Toys and objects have diameters equal to or greater than 1¼ inches and lengths equal to or greater than 2¼ inches.	Yes	5.087	101439 (l)(4)(A)	H-15b	
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).	No	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).	Yes	3.014			QEP
59. Diapering protocol: A clean, disposable non-absorbent liner is used on the diaper-changing surface with each diapering.	Yes	3.014	101428 (d)(7)(A)		
60. Diapering protocol: Soiled diapers are removed without contaminating the diaper-changing surface, child and provider.	Yes Yes	3.014 5.067			
61. Diapering protocol: Soiled clothes are placed in a plastic bag after changing and stored in the child's cubby for parent pick-up.	Yes	3.014	101428(c)		
62. Diapering protocol: Soiled diapers are disposed of in a covered, plastic-lined receptacle operated by a foot pedal.	Yes Yes Yes	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.	Yes	3.014	101428 (d)(1)(A)		
64. Disposable gloves are available in the diaper-changing area(s).	Yes	3.014			QEP
65. Diaper-changing surfaces are at adult height, in good repair and sturdy.	No Yes Yes	3.019 3.028 5.075	101439(h)(3)		
66. Diaper-changing surfaces are water-resistant, non-absorbent and smooth.	Yes	3.014	101439(h)(1)		
67. Diaper-changing surfaces are cleaned and sanitized after each use.	Yes No Yes	3.014 3.019 3.028	101428(d) (7)(A)& (d)(7)(B)	H-13b	
68. Children under 36 months, who are not able to do so 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.	Yes	3.014	101428(f)	H-17c	
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.	Yes Yes	3.014 3.020	101428(f)	H-17c	
70. Staff wash their own hands with liquid or foam soap and running water after each diapering/toileting of a child.	Yes Yes Yes	3.014 3.020 3.021	101438.1 (b)&(b)(1)	H-14a	

### IT Food Preparation/Eating

	SS	NHS	T22	NAEYC	Other
71. Bottles with formula in the refrigerator are labeled with the individual child's name and dated within two days of the observation visit.	Yes	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.	Yes	4.017	101427(e) (1)(a)&(j)		
73. Breast milk in the freezer is labeled with the individual child's name and dated within three months of the observation visit.	Yes	4.017	101427(e) (1)(a)&(j)		
74. If bottles, bottle caps or nipples are reused, wash in a dishwasher or wash, rinse and boil for one minute.	Yes No	4.017 4.019	101427 (g)&(n)		
75. Breast milk is thawed under running cold water or in the refrigerator, not heated in the microwave or in boiling water.	Yes	4.017			
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.	Yes No	4.014 4.030	101427 (h)&(i)	I-3	
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.	Yes	3.010			

### 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).	Yes	5.145			
79. Cribs have secured latching devices and slats spaced no more than 2 <sup>3</sup> / <sub>8</sub> inches apart.	Yes	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.	Yes	5.145			
81. All infants under 12 months are put to sleep on their backs.	Yes	5.146		H-16b	
82. No soft bedding is accessible to children under 12 months in their sleeping area(s).	Yes	5.146			