

SOCIALIZATION SAFETY CHECKLIST

Area _____

Date _____

Location _____

Completed by _____

Completed just prior to Socialization. Starred * items need to be assessed if using public location like a library. All items are assessed if using PACT facility.

YES	NO	Procedure
*		Emergency Phone Numbers & Name, Address, & Phone Number of Center are posted if on PACT site or available if at public site.
*		Health & Safety Bulletin Board in each classroom includes: <ul style="list-style-type: none"> • Location of Telephone, First Aid Kit, Fire Extinguisher On or off-site the following items need to be available: <ul style="list-style-type: none"> • Child's Medical and Contact information, & Clean-up Kit. • Classroom Alert List • First Aid Guide (Includes Choking & CPR), Dental Emergency Procedures, Poison Plant Reference, & Evacuation Plan. • HB Teacher's Food Handler Certificate
*		Health and Safety Notebook is up to date with children's emergency contact numbers, releases and any health alerts, medication needs, or food/medicine allergies. Crisis Management Manual and training sign-off is in H&S notebook. Certificate of Inspection for Unsafe Children's Products is signed and placed in H&S Notebook.
*		The toilets & hand washing facilities are clean, in good repair, & easily reached by children. Separate from eating and sleeping areas.
*		Indoor premises are inspected by staff for undesirable and hazardous materials and conditions including splintered surfaces, protruding nails, dangling electrical cords, broken or loose parts, unstable shelves, sharp scissors, firearms and other weapons, large plastic bags, balloons, glass containers.
		Classroom is clean and free from pests and pathways are free of clutter and obstruction.
		The outdoor entry area is free from any type of hazardous debris (glass, trash, animal droppings, etc).
		Classroom is free of highly flammable materials that emit toxic fumes when burned. Flammable and other dangerous materials and potential poisons are stored in original containers in locked storage facilities separate from stored medications and food and are accessible only to authorized persons.
		Cleaning supplies are available to use, but out of reach of children. All spray bottles are labeled as to content. All aerosol cans and hazardous cleaners are removed from the space in which children have access to or locked in storage cabinets
*		Classrooms are well lit and emergency lighting is available. OR a working flashlight is on site to provide emergency lighting in the case of power failure. Emergency exits are marked and clear of equipment, furniture, & debris.
		Fire & Tornado Floor Plans are posted near exit doors of every room used during socialization. Fire extinguisher is available and well charged. Smoke and carbon monoxide detectors are tested monthly. Batteries are changes twice yearly at DST in fall and spring.
		There is a safe & effective heating system and cooling system. Classroom temperature should be maintained at least 68 degrees or higher.
		<u>All electrical outlets are covered</u> with safety outlet covers.
		Garbage and trash are removed daily and stored in a safe and sanitary manner.
		Infant/Toddler classroom is free from Styrofoam products, coins, push pins, marbles, sponge type rubber or soft plastic toys and any other objects small enough to pass through the choke tube. Choke tube is available to identify unsafe materials.
*		Adequate provisions are made for children who have disabilities to ensure their safety, comfort, & participation.
*		Classroom and car first aid kits and clean-up kit are available and inventoried monthly. Date last inventoried _____

Safety Checklist side II

Medical Alert & Medication Checklist		Yes	No	NA
1	The <i>Classroom Alert List</i> includes all children with Medical Alerts, Medication or Dietary Restriction. (first name, last initial & condition) The list is posted on Health and Safety Board.			
2	<i>Medical Alert, Medication or Dietary</i> form is completed on all children listed on the Classroom Alert List. (The numbers match) Confidential information are current and accessible to staff.			
3	If a <i>Medical Alert, Medication or Dietary</i> forms are completed on a child, all blanks are complete and the information is clear and easy to follow.			
4	The documentation log on the back of <i>Medical Alert, Medication or Dietary</i> forms are completed, as needed.			
5	The documentation on the back of the <i>Medical Alert, Medication or Dietary</i> forms is reviewed with parents and documented on log.			
6	Medications at the socialization are stored in a labeled and locked box. If the medication is stored in the refrigerator, a sealed container labeled medication is used.			
7	I understand my responsibility as home based teacher is to ensure the safety of children by having necessary forms that are up-to-date, complete, and available in the classroom. If they are not, disciplinary actions will be taken.			
<p>If there is a NO checked from the front or back of this form, list below what was done to correct the procedure.</p>				