



POLICY AND PROCEDURE FOR CLASSROOM CHECKLIST

Policy

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/ece/caring_for_our_children_basics.pdf, for additional information to develop and implement adequate safety policies and practices described in this part. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. (1) Facilities; (2) Equipment and Materials; (3) Background Checks; (4) Safety training; (5) Safety practices; (6) Hygiene practices; (7) Administrative safety practices; and (8) Disaster preparedness plan. *Head Start Performance Standards 1302.47 (a) (b) (1)-(8) Safety Practices.*

How should caregivers respond to an illness or injury that requires the immediate attention of a health-care professional? For an illness or injury that requires the immediate attention of a health-care professional, you must: (1) Contact emergency medical services (or take the child to the nearest emergency room after you have ensured the supervision of other children in the group); (2) Give the child first-aid treatment or CPR when needed; (3) Contact the child's parent; (4) Contact the physician or other health-care professional identified in the child's record; and (5) Ensure supervision of other children in the group. *Minimum Standards for Child Care Centers 746.3607 (1-5).*

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will conduct a daily classroom safety checklist to prevent injury and exercise safety practices.

Procedure

1. Children who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. Parents are encouraged to look for signs & symptoms of illness in their children and to keep them home when they are sick. Screen children upon arrival with the NO TOUCH thermometer and document the children's temperature reading daily.
2. The teacher will complete in his/her name, classroom number and the year as well as the month and dates in each box provided.
3. The teachers will conduct that safety checklist daily prior to the children arriving. A checkmark "✓" will be placed in each box if the area has been observed as adequate.
4. If there are any concerns that teacher will mark an "X" and alert the Center Manager. Center Manager will initial after being notified and follow up with corrective action/intervention.
5. Any concerns or environmental hazards will be addressed as soon as possible by Center Manager or Center Director.
6. If an area does not pertain to that classroom, then mark with "NA" for not applicable. The teacher will complete the form by initialing at the bottom.
7. Center Manager will file checklist in office on a monthly basis and keep documentation in her office.
8. Monitoring and documentation will be uploaded into Child Plus (Internal Monitoring Module) and reviewed by Grantee.