



Health & Safety Daily Checklist

Prepared by the Health Consultant Team at Child Care Aware® of North Dakota

Classroom: _____ Date: _____

Completed by: _____

Check these health & safety guidelines at the beginning of each day	M	T	W	T	F
All entrances/exits are free of clutter, snow, ice etc.					
Staff purses and personal items are locked or out of reach of children					
Each child has a brief health check by classroom teacher (includes parent/caregiver communication)					
Bleach solution is made daily, labeled and inaccessible to children					
All hygiene supplies are available (soap, paper towels, toilet paper, lined garbage cans, warm water)					
Area is generally clean & clutter-free (garbage emptied, floors swept, toys picked up, bathroom clean)					
Plastic bags are stored out of reach of children and tied in a knot before discarding					
All chemicals are out of reach of children and air fresheners are not used					
All electrical outlets are covered					
Furniture & equipment is in good repair (check for broken toys/containers, accessories, damaged rugs/carpet)					
Heavy toys/items are stored on lowest shelf					
All cords (computer, monitor, window) are out of reach to prevent strangulation					
Children's personal/nap items are kept separated (use cubbies, bags, storage containers)					
Tables and chairs are not stacked while children are present					
Playground equipment is checked for garbage, standing water and other hazards before use					
Diapering supplies are stocked and within reach (including a lined and covered foot-operated can)					
Cots/cribs are placed 3 ft. apart					
Cots/cribs have been assigned to each child or have been cleaned and disinfected after each use					
Approved safety gates are used on stairways, if necessary (Gates are wall-mounted at top of stairs)					
First Aid kit is appropriately stocked and available for each room					
All medication is stored out of reach of children. Each medication is in its original container and labeled with child's first & last name/date/instructions					
Review and perform these health and safety guidelines throughout the day					
<input type="checkbox"/> Hands are washed by staff and children when visibly dirty and as frequently as possible including: <ul style="list-style-type: none"> • Upon arrival, re-entering classroom and entering classrooms to cover breaks • Before & after preparing/serving food and bottles, eating, water play, play dough, giving medication • After toileting, wiping noses, outdoor play, gym play, sand play, diapering <input type="checkbox"/> Clean eating areas with soap and water and sanitize with bleach (let stand for 2 minutes) before and after use <input type="checkbox"/> Clean up spills immediately					
Additional Infant Room health & safety guidelines					
<input type="checkbox"/> All bottles are labeled with infant's name and the time the bottle was made/warmed/served <input type="checkbox"/> Caregivers hold infants when feeding a bottle or closely supervise. Infant's head is elevated when fed. Bottles are never propped. <input type="checkbox"/> Infants are always placed completely flat on their back to sleep in cribs /playpens <input type="checkbox"/> Cribs are free of soft bedding, bumper pads, pillows and stuffed toys <input type="checkbox"/> Cribs/playpens have tight-fitting mattress, secure fitted sheet <input type="checkbox"/> High chairs are in good repair, cleaned and sanitized before/after use, safety straps are always used.					