

Health and Safety Audit Checklist- 744

**Purpose:** The checklist identifies core minimum standards that must be evaluated at the annual, unannounced monitoring inspection.

**Instructions:** There are eight identified health and safety content areas in the following checklist. Each content area has three core measures and corresponding minimum standard(s) that are to be reviewed. Some core measures have one minimum standard requiring review, while others may have more than one minimum standard identified. If two out of the three core measures are identified as having a deficiency, you must review the additional subchapter of minimum standards identified in the right hand column of the checklist.

Minimum standards identified in red font require you to review records to determine compliance.

If an operation does not provide transportation services or administer medication you may mark N/A for minimum standards related to these topics. If the operation’s location requires and has a current health inspection or letter from DSDH indicating immunizations have been reviewed and are compliant, you mark N/A on the minimum standards with an ‘\*’ beside them (example: **\***§744.2507).

**Walk-through Expectations:**

During your inspection, you should conduct a walk-through of the following areas:

* Indoor and outdoor activity areas
* Areas where meals are prepared and served
* Restrooms accessible to children
* Sleeping areas

The walk-through should be thorough and assess the risk to children related to obvious violations of the Licensing statutes, administrative rules or minimum standards related to:

* Supervision
* Child/Caregiver Ratio
* Swimming pools and transportation (if applicable)
* Fire, safety, and sanitation requirements
* Responsibilities of the director, staff or caregivers

The walk-through is a good opportunity to observe some of the core measures on the Health & Safety Audit (HASA). Refer to LPPH 4151.

| **BUILDING AND PHYSICAL PREMISES SAFETY** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER U, INDOOR AND OUTDOOR ACTIVE PLAY SPACE AND EQUIPMENT** |
| **MEASURE 1: AREAS FREE FROM HAZARDS****§744.2601 What safety precautions must I take to protect children in my child-care center?**All areas accessible to a child must be free from hazards including, but not limited to, the following:(1) Electrical outlets accessible to a child younger than five years must have childproof covers of safety outlets;(2) 220-volt electrical connections within a child’s reach must be covered with a screen or guard;(3) Air conditioners, electric fans, and heaters must be mounted out of all children’s reach or have safeguards that keep any child from being injured;(4) Glass in sliding doors must be clearly marked with decals or other materials placed at the children’s eye level;(5) Play materials and equipment must be safe and free from sharp or rough edges and toxic paints;(6) Poisonous or potentially harmful plants must be inaccessible to all children;(7) All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close ant trap a child inside;(8) All bodies of water such as pools, hot tubs, ponds, creeks, birdbaths, fountains, buckets and rain barrels must be inaccessible to all children; and(9) All televisions must be anchored, so they cannot tip over. A television may be anchored to a rolling car, as long as it is anchored in a way that the cart will not tip over. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: ACTIVE PLAY MAINTENANCE****§744.3113 What special maintenance procedures must I follow for my active play space and equipment?**(b) The director or designee must conduct at least monthly inspections of the active play space and equipment, utilizing a general maintenance checklist or safety checklist that includes checking the equipment and surfacing material for normal wear and tear, broken or missing parts, debris or foreign objects, drainage problems, or other hazards. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: WATER AND FIRE SAFETY****§744.3407 Must I have a fence around a swimming pool at my child-care center?**(a) You must enclose a swimming pool at your operation with a six-foot fence or wall that prevents children’s access to the pool.(b) Fence gates leading to the pool area must have self-closing and self-latching hardware out of children’s reach. Gates must be locked when the pool is not in use.(c) Doors from the operation leading to the pool area must have a lock out of children’s reach that can only be opened by an adult.(d) These doors and gates must not designated as fire and emergency evacuation exits.**\*§744.3755 How often must I inspect and service the carbon monoxide detection system?**(a) If you use electric or battery-operated carbon monoxide detectors:(1) The director or designee must install a new battery in each battery-operated detector at least annually;(2) The director or designee must test all detectors monthly;(3) The date of each monthly test, date of each installation of new batteries, and the name of the employee who does the testing and installment of new batteries and each testing must be recorded and kept at the operation for review during your hours of operation.(b) If you use an electronic carbon monoxide detection system connected to an alarm/smoke detection system, you must:(1) Ensure the system monitoring company or the state or local fire marshal tests the system at least annually;(2) Keep the most recent inspection report at the operation for review during your hours of operation;(3) Ensure the report includes the date of the inspection and the inspector’s name and telephone number; and(4) Make any corrections required in the report. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **PREVENTION AND CONTROL OF INFECTIOUS DISEASE** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER R, HEALTH PRACTICES** |
| **MEASURE 1: RECORD KEEPING****\*§744.603 What records must I have for children in my care and how long must I keep them?**You must maintain the following records for each child enrolled in your child care center:(a)(3)- Immunization records |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: ENVIRONMENT****\*§744.2507 What steps must I take to ensure a healthy environment for children at my operation?**You must clean, repair, and maintain the building, grounds, and equipment to protect the health of the children. This includes, but is not limited to:(1) Machine washing cloth toys, if used, at least weekly and when contaminated;(2) Machine washing used linens at least weekly, and when soiled or before another child uses them;(3) Sanitizing sleeping and rest equipment before a different child uses it and when soiled;(4) Maintaining sand boxes and sand tables in a sanitary manner;(5) Making all garbage inaccessible to children and managing it to keep the operation inside and outside, free of insects, rodents, and offensive odors, and disposing of it according to local and state requirements;(6) Keeping all floors, ceilings, and walls in good repair and clean.(7) Ensuring all paints used at the operation are lead-free;(8) Keeping all parts of the operation used by children well heated, lighted, and ventilated;(9) Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement;(10) Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children; and(11) Using, storing, and disposing of hazardous materials as recommended by the manufacturer. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: HANDWASHING****\*§744.2515 When must employees wash their hands?**Employees must wash their hands:(1) Before eating or handling food or medication;(2) Before feeding a child;(3) After arriving at the child-care center;(4) After assisting a child with toileting;(5) After personal toileting;(6) After handling or cleaning bodily fluids, such as after wiping noses, mouths, or bottoms;(7) After handling or feeding animals;(8) After outdoor activities;(9) After handling raw food products;(10) After eating, drinking, or smoking;(11) After using any cleaners or toxic chemicals; and(12) After removing gloves.**\*§744.2517 When must children wash their hands?**Children must wash their hands:(1) Before eating;(2) Before playing in a water play table;(3) After toileting;(4) After outdoor activities;(5) After playing in sand;(6) After feeding or touching animals; and(7) Any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **STORAGE OF HAZARDOUS MATERIALS AND BIO-CONTAMINANTS** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER R, HEALTH PRACTICES** |
| **MEASURE 1: TRAINING****§744.1303 What must orientation for employees at my operation include?**(b) For employees you hire on or after September 1, 2016, your orientation must also cover the following areas:(4) Handling, storing, and disposing of hazardous materials including compliance with **§**744.2523 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?)**§744.1309 How many clock hours of annual training must be obtained by caregivers and site directors?**(d) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(6) Handling, storing, and disposing of hazardous materials including compliance with **§**744.2523 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?).**§744.1311 How many clock hours must an operation director or a program director obtain each year?**(d) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(6) Handling, storing, and disposing of hazardous materials including compliance with **§**744.2523 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?). |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: PROCEDURE****§744.2325 Must caregivers wear gloves when handling blood or bodily fluids containing blood?**Yes. Caregivers must follow universal precautions outlined by the Centers for Disease Control (CDC) when handling blood, vomit, or other bodily fluids that may contain blood including:(1) Using disposable, nonporous gloves;(2) Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bad and discarding it immediately;(3) Discarding all other gloves immediately after one use; and(4) Washing hands after using and disposing of the gloves. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: STORAGE****\*§744.2507 What steps must I take to ensure a healthy environment for children at my operation?**You must clean, repair, and maintain the building, grounds, and equipment to protect the health of the children. This includes, but is not limited to:(10) Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children; and(11) Using, storing, and disposing of hazardous materials as recommended by the manufacturer. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **FIRST-AID AND CPR** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER D, PERSONNEL** |
| **MEASURE 1: FIRST AID TRAINING****§744.1315 Who must have first-aid and CPR training?**(a) One caregiver per group of children must have current training in first aid with rescue breathing and choking. Pediatric first aid is preferred, but not required. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: CPR TRAINING****§744.1315 Who must have first-aid and CPR training?**(b) One caregiver or employee per operation, and one caregiver or employee for each group of children away from the operation, must have current training in CPR for children and adults. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: FIRST AID EQUIPMENT****§744.2751 Must I have a first-aid kit at my operation?**Yes. You must have a complete first aid kit available in each building at the operation, during all field trips, and while transporting children. Each first aid kit must be:(1) Clearly labeled;(2) Kept in a clean and sanitary condition;(3) Easily accessible to all employees;(4) Stored in a designated location known to all employees; and(5) Kept out of the reach of children. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **PREVENTION AND RESPONSE TO FOOD ALLERGIES** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **PERSONNEL** |
| **MEASURE 1: TRAINING****§744.1303 What must orientation for employees at my operation include?**(b) For employees you hire on or after September 1, 2016, your orientation must also cover the following areas:(2) Preventing and responding to emergencies due to food or an allergic reaction.**§744.1309 How many clock hours of annual training must be obtained for caregivers and site directors?**(d) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(4) Preventing and controlling and responding to emergencies due to food or an allergic reaction.**§744.1311 How many clock hours must an operation director or a program director obtain each year?**(f) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(4) Preventing and responding to emergencies due to food or an allergic reaction. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: RESPONSE PLAN****§744.2669 When must I have a food allergy emergency plan for a child?**You must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional. The child’s health care professional and parent must sign and date the plan. You must keep a copy of the plan in the child’s file. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: POSTING****§744.410 What items must I post at my operation at all times?**You must post the following items:(9) A list of each child’s food allergies that require an emergency plan as specified in **§**744.2669 of this title (relating to When must I have a food allergy emergency plan for a child?). |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **ADMINISTRATION OF MEDICATION** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER S, SAFETY PRECAUTIONS** |
| **MEASURE 1: TRAINING****§744.1309 How many clock hours of annual training must be obtained by caregivers and site directors?**(d) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(3) Administering medication, if applicable, including compliance with **§**744.2653 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?)**§744.1311 How many clock hours of training must my operation director or a program director obtain each year?**(d) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:(3) Administering medication, if applicable, including compliance with **§**744.2653 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?) |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: AUTHORIZATION****§744.2653 What authorization must I obtain before administering a medication to a child in my care?**(a) Authorization to administer medication to a child in your care must be obtained from the child’s parent:(1) In writing, signed and dated;(2) In an electronic format that is capable of being viewed and saved; or(3) By telephone to administer a single dose of a medication.(b) Authorization to administer medication expires on the first anniversary of the date the authorization is provided.(c) The child’s parent may not authorize you to administer medication in excess of the medication’s label instructions or the directions of the child’s health care professional.(d) Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: ADMINISTRATION****§744.2655 How must I administer medication to a child in my care?**(a) Medication must be given:(1) As stated on the label directions; or(2) As amended in writing by the child’s health care professional.(b) Medication must:(1) Be in the original container labeled with the child’s full name and the date brought to the operation;(2) Be administered only to the child for whom it is intended; and(3) Not be administered after its expiration date.(c) When you administer medication to a child in your care, you must record the following:(1) Full name of the child to whom the medication was given;(2) Name of the medication;(3) Date, time, and amount of medication given; and(4) Full name of the employee administering the medication.(d) You must keep all medication records for at least three months after administering the medication. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **EMERGENCY PREPARATION AND RESPONSE PLANNING** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER W, FIRE SAFETY AND EMERGENCY PRACTICES** |
| **MEASURE 1: PREPARATION****§744.501 What written operational policies must I have?**(22) Your emergency preparedness plan.**§744.1303 What must orientation for employees at my operation include?**(a) Your orientation for employees must include at least the following:(4) An overview of the procedures to following in handling emergencies, which includes sharing the emergency preparedness plan with all the employees. Emergencies may include, but are not limited to fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: PRACTICE****§744.3559 Must I practice my emergency preparedness plan?**The following components of your operation’s emergency preparedness plan must be practiced as specified below:(1) You must practice fire drill every month. The children must be able to safely exit the building within three minutes;(2) You must practice a sheltering drill for severe weather at least four times in a calendar year;(3) You must practice a lock-down drill for a volatile or endangering person on the premises or in the area at least four time in a calendar year; and(4) You must document these drills, including the date of the drill, time of the drill, and length of time for the evacuation, sheltering, or lock-down to take place. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: POSTING****§744.401 What items must I post at my operation at all times?**You must post the following items:(4) Your emergency evacuation and relocation diagram as specified in **§**744.3561 of this title (relating to Must I have an emergency evacuation and relocation diagram?) |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |

| **PRECAUTIONS IN TRANSPORTING** |
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| **CORE MEASURES** | **OUTCOME OF CORE MEASURES** | **SUBCHAPTER X, TRANSPORTATION** |
| **MEASURE 1: TRAINING****§744.1317 What additional training must an employee have in order to transport a child in care?**(a) An employee must complete two hours of annual training on transportation safety in order to transport a child whose chronological or developmental age is younger than nine years old. This training is in addition to other required training hours.(b) The employee must obtain these two hours of transportation safety prior to transporting children |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 2: SAFETY PRECAUTIONS****§744.3805 What safety precautions must I take when loading and unloading children from the vehicle?**You must take the following precautions when loading and unloading children from any vehicle, including any type of bus:(1) You must load and unload children at the curbside of the vehicle or in a protected parking area or driveway.(2) You must not allow a child to cross a street unless the child is accompanied by an adult any time before entering or after leaving a vehicle.(3) You must account for all children exiting the vehicle before leaving the vehicle unattended.(4) You must never leave a child unattended in a vehicle. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |
| **MEASURE 3: EQUIPMENT****§744.3817 Must I carry specific equipment in vehicles used to transport children in my care?**(a) You must have the following in each vehicle you use to transport children:(1) A list of the children being transported;(2) Emergency medical transport and treatment authorization forms for each child being transported;(3) The operation’s name and telephone number and the director or permit holder’s name. The information must be in the glove compartment or clearly visible inside the passenger compartment, or the operation’s name and telephone number must be clearly visible on the outside of the vehicle;(4) Parent’s names and telephone numbers and emergency telephone numbers for each child being transported;(5) A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to the adult occupants; and(6) A first-aid kit as specified in Division 4 of Subchapter L (relating to First-Aid Kits).(b) The drive must have a current driver’s license and carry it while transporting children. |    Compliant    Deficient   N/A | **IF 2 OF THE 3 CORE MEASURES ARE DEFICIENT, THEN EVALUATE THE SUBCHAPTER ABOVE** |