



Health Practices and Hygiene Nominated Supervisor

NQS Element 2.1.2 Health practices and procedures

Name of the person conducting the checklist: _____ Date: _____

Facilities

Is liquid hand wash provided at every basin?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are paper/cloth towels provided? (Cloth towels must only be used by one child/person)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a "spill kit" nearby to clean spills of urine, poo, blood, and vomit (with disposable gloves, paper towel, disposable cloths or sponge, detergent, bleach, scraper and pan)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is garbage removed from the centre daily?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do bins that hold hazardous materials have a tightly fitting lids and children cannot access them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Display

Are toileting procedures displayed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are hand washing procedures displayed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are handwashing procedures with pictures displayed for children to follow?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are children's medical management and risk minimisation plans displayed (get parents' authorisation to display in public areas)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Cleaning Procedures

Are there documented cleaning schedules for different areas/items eg bathrooms, kitchens, rooms, toys, dress ups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the cleaning schedules signed off by the person responsible for cleaning?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there documented cleaning procedures eg for toys, rooms, bathrooms?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are surfaces that are/may be contaminated with urine, poo, blood, and vomit disinfected after cleaning with detergent and water?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can sponges/cloths used be easily identified because they're a specific colour eg orange for the bathroom?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are gloves used for cleaning bathrooms, toilets etc only used for that particular area?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Practices

Do you regularly include relevant health and hygiene issues in staff meetings?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly communicate with families about health and hygiene issues eg benefits of flu vaccines and children's scheduled immunisations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you advise sick employees to stay at home?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure food preparation staff understand food safety and hygiene?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you assist educators in excluding sick children from the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you critically reflect on medical incidents as part of continuous improvement processes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there are documented procedures to help educators comply with Regs and ensure children's health and safety eg administration of medication procedure?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly review the contents, location and number of first aid kits?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Actions required

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