**Health Practices and Hygiene Nominated Supervisor**

**NQS 2.1.2 Health practices and procedures**

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| Name of the person conducting the checklist: |  | **Date:** |  |
| **Facilities** |  |  |  |
| Is liquid hand wash provided at every basin? |  Yes | No | NA |
| Are paper/cloth towels provided? (Cloth towels must only be used by one child/person) |  Yes | No | 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)? |  Yes | No | NA |
| Is garbage removed from the centre daily? |  Yes | No | NA |
| Do bins that hold hazardous materials have a tightly fitting lids and children cannot access them? |  Yes | No | NA |
| **Display** |  |  |  |
| Are toileting procedures displayed? |  Yes | No | NA |
| Are hand washing procedures displayed?  |  Yes | No | NA |
| Are handwashing procedures with pictures displayed for children to follow? |  Yes | No | NA |
| Are children’s medical management and risk minimisation plans displayed (get parents’ authorisation to display in public areas)? |  Yes | No | NA |
| **Cleaning Procedures** |  |  |  |
| Are there documented cleaning schedules for different areas/items eg bathrooms, kitchens, rooms, toys, bedding, dress ups? |  Yes | No | NA |
| Are the cleaning schedules signed off by the person responsible for cleaning? |  Yes | No | NA |
| Are there documented cleaning procedures eg for toys, rooms, bathrooms? |  Yes | No | NA |
| Are surfaces that are/may be contaminated with urine, poo, blood, and vomit disinfected after cleaning with detergent and water? |  Yes | No | NA |
| Can sponges/cloths used be easily identified because they’re a specific colour eg orange for the bathroom? |  Yes | No | NA |
| Are gloves used for cleaning bathrooms, toilets etc only used for that particular area? |  Yes | No | NA |
| **Practices** |  |  |  |
| Do you regularly include relevant health and hygiene issues in staff meetings? |  Yes | No | NA |
| Do you regularly communicate with families about health and hygiene issues eg benefits of flu vaccines and children’s schedules immunisations? |  Yes | No | NA |
| Do you advise sick employees to stay at home? |  Yes | No | NA |
| Do you ensure food preparation staff understand food safety and hygiene? |  Yes | No | NA |
| Do you assist educators in excluding sick children from the service? |  Yes | No | NA |
| Do you critically reflect on medical incidents as part of continuous improvement processes? |  Yes | No | 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? |  Yes | No | NA |
| Do you regularly review the contents, location and number of first aid kits? |  Yes | No | NA |

Actions required

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