**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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