



Labette County Health Department Child Care Licensing Program

PREVENT. PROMOTE. PROTECT

Staff File Checklist

Name: _____ DOB: _____

Role: _____ Start Date: _____

Orientation Date: _____

Health & Safety Training:

- Recognizing the signs of child abuse or neglect, including prevention of shaken baby syndrome.
- Basic child development, including supervision of children.
- Safe sleep practices and sudden infant death syndrome.
- Prevention and control of infectious diseases, including immunizations.
- Prevention of and response to emergencies due to food and allergic reactions.
- Building and premises safety including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, & vehicular traffic.
- Emergency preparedness & response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility.
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste.
- Precautions when transporting children if transportation is provided.

Review the following items/policies/trainings and document date reviewed or staff completed:

- _____ Medication administration training
- _____ Renewal In-Service
- _____ KBI/DCF
- _____ Health Assessment
- _____ TB Test (negative)
- _____ Pediatric First Aid (Exp Date: _____)
- _____ Pediatric CPR (Exp Date: _____)
- _____ Discipline Policy
- _____ Supervision Plan
- _____ Well Child Info
- _____ Crib/Playpen Info

If applicable:

- _____ Driver's License
- _____ Car Insurance
- _____ Vehicle Inspection
- _____ Check First Aid Kit
- _____ Pet Vaccinations