



PREVENT. PROMOTE. PROTECT

Labette County Health Department Child Care Licensing Program

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 Status Form
- _____ TB Test (negative)
- _____ Pediatric First Aid (Exp Date: _____)
- _____ Pediatric CPR (Exp Date: _____)
- _____ Discipline Policy
- _____ Supervision Plan
- _____ Well Child Info
- _____ Crib/Playpen Info
- _____ Orientation

If applicable:

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