

At all times, at least one staff member per group of children must have current first aid and age appropriate CPR training. Even with the proper training, it may not be easy to remember what to do when someone needs first aid. If first aid is required, stay calm. A fellow staff member can skim the relevant section of your first aid guide to make sure that you are responding correctly.

After treating an injury, remember to enter the necessary information in the center's Accident/Incident Log and complete an incident report for the child's parents to sign and keep. Keep a copy of the incident report in the child's file at the center. If an injury results in professional medical attention you must notify your licenser and provide a written copy of the incident report.

WAC

WAC 170-295-5020

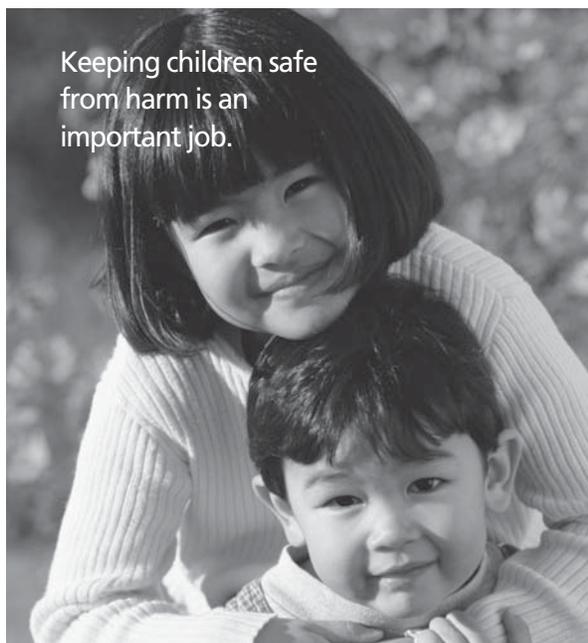
How do I maintain a safe environment?

- You must maintain the building, equipment and premises in a safe manner that protects the children from injury hazards including but not limited to:
 - Burns (for example, chemicals or other potentially flammable substances)
 - Drowning
 - Choking (for example, ropes, wires, blind cords, fences not meeting requirements)
 - Cuts (for example, broken glass, sharp objects, abrasive surfaces)
 - Entrapments (for example, the following items must not have openings between three and one-half inches and nine inches wide: deck and fence rails, stair rails or other equipment)
 - Falls from excessive heights
 - Gunshots by ensuring no firearm or another weapon is on the premises
 - Hearing loss by keeping noise at a level where a normal conversation can be heard
 - Objects falling on the children (for example: heavy items on open shelving that could fall in an earthquake or similar emergency)
 - Pinches from equipment (for example: broken or cracked areas)
 - Poison (such as cleaning supplies or lead-based paint)
 - Puncture (for example: equipment, building edges or playground equipment with sharp points or jagged edges)
 - Shear or crush (for example: lawn and garden equipment used for yard maintenance)
 - Shock by electricity
 - Trap (for example, compost bins, old freezers, dryers or refrigerators)
 - Trip (for example, cable wires, ropes, jagged or cracked walkways).
- To further prevent injuries, you must:
 - Provide child height handrails on at least one side of the steps, stairways, and ramps
 - Provide guardrails for elevated play areas and stairs
 - Use listed tamper resistant receptacles or use tamper resistant, non-moveable, non-removable cover plates in areas accessible to children preschool age and younger
 - Shield light bulbs and tubes by using a protective barrier to prevent shattering into child-accessible areas, food, and storage areas
 - Provide screens for windows or limit the opening capability of any windows within reach of children to less than three and one-half inches. Windows with limited opening capabilities cannot be the designated fire escape windows. Windows protected with guards must not block outdoor light or air in areas used by children
 - Provide a barrier for glass areas such as windows or sliding glass doors that extend down to the child's eye level by placing a barrier between the child and glass or something placed on the glass at the child's eye level such as stickers or art work so that the child does not try to go through the solid glass
 - Place cribs, play pens, bassinets, infant beds, indoor climbing structures away from windows unless they have safety glass, and

- When using heaters capable of reaching 110°F on the surface, you must protect children from burn hazards by making them inaccessible to children or locating them where children cannot reach them.
- You may not use portable heaters.
- You must implement a method to monitor entrance and exit doors to prevent children from exiting the buildings unsupervised. You may use:
 - A door alarm
 - A bell that can be heard throughout the building
 - Adult supervision at the exits, or
 - Other method to alert the staff. (You may not lock the door to prevent an exit. It is against the fire code).
- You must maintain one or more telephones on the premises in working order that is accessible to staff at all times
- You must maintain a flashlight or other emergency lighting device in working condition.

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Keeping children safe from harm is an important job. Children must be kept safe from burns, objects falling on them, poisons, drowning, electrical shock, choking, entrapments, falls, weapons, loud noises, tripping, pinches, punctures, crushing injuries, and cuts.



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Environmental hazards, requirements and considerations

Depending on the location and age of your facility, there may be other environmental hazards that will need to be addressed.

Plan Ahead

A safe center is one that is organized with the children's care and development in mind. It has clear spaces where children can move and play away from potentially dangerous appliances, equipment, materials, falling hazards or hazardous substances.

The more carefully you plan the environment, the fewer times adults have to interfere with the children's self-initiated activity. Planning includes:

- ◆ Arranging furniture so children are not likely to trip over or run into it
- ◆ Storing toys and books within children's easy reach to eliminate climbing to reach them
- ◆ Having child-sized tables and chairs so the children can use them safely
- ◆ Securing all computers, hanging planters, storage units and heavy items on open shelving
- ◆ Keeping storage, furniture, and shelving from exit pathways to keep exits free
- ◆ Keeping storage items less than 18 inches from the ceiling
- ◆ Removing broken equipment, and
- ◆ Keeping all equipment in good repair (repairs made by tape are temporary fixes and not an acceptable method of repair).

Note: Walk through your center daily to look for potential hazards to prevent injuries.