

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code:  Open  Shared-Confidential  Shared-Sensitive  Shared-Secret

## Clinics in Nurseries and Early Learning Centers Inspection Checklist- Final

Name of the Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ref.	Description	Yes	No	N/A	Remarks
<b>6</b>	<b>STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES</b>				
6.1.4.	Have in place internal policies and procedures for the following, but not limited to:				
a.	Incident reporting				
b.	Infection control measures				
c.	Managing children's health records and informed consent				
d.	Medication management				
e.	Readiness plan/emergency response				
f.	Staffing plan and clinical privileging				
g.	Parent/Guardian Notification				
h.	Stay at home if unwell.				
6.2.	Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications.				
<b>7</b>	<b>STANDARD TWO: HEALTH FACILITY REQUIREMENTS</b>				
7.2.	The Clinics in Nurseries and ELCs is preferred to be on the ground floor.				
7.3.	The Clinics in Nurseries and ELCs shall be minimum nine (9) square meters (applicable to new nurseries and for facility expansion more than 50%).				
7.4.	A hand-washing station shall be provided in the nursery clinic room.				
7.5.	A nearby toilet shall be accessible for children's use.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Final	CP_9.6.01_F23	1	Nov 14, 2022	Nov 14, 2025	1/5

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code:  Open  Shared-Confidential  Shared-Sensitive  Shared-Secret

7.6.	Means to provide visual privacy for the children shall be available, such as curtains, or portable screens.				
7.7.	Flooring should be easy to maintain, readily cleanable, anti-microbial, slip-resistant, anti- glare and appropriately wear resistant for the location.				
7.8.	Security camera can be installed in the clinic to monitor activity through live feed only, without invading the privacy of the children (no recording permitted).				
7.9.	The Clinics in Nurseries and ELCs shall be made to accommodate children of determination.				
<b>8</b>	<b>STANDARD THREE: ISOLATION ROOM REQUIREMENTS</b>				
8.1.1.	Preferably a minimum area of 7.5 sq. mts				
8.1.2.	An attached/nearby designated toilet.				
8.1.3.	A viewing window to monitor the child/ren or a camera only with live feed (recording is not permitted).				
8.1.4.	A single bed with railing or a reclining comfortable chair and/or an infant cot (as applicable).				
8.1.5.	Access to Personal Protective Equipment (PPE) trolley or shelves outside the isolation room.				
Note 1:	The clinics in Nurseries and ELCs could be utilised as an Isolation area or a designated classroom/administration office in the nurseries and ELCs may be utilized.				
<b>9</b>	<b>STANDARD FOUR: HEALTHCARE PROFESSIONAL REQUIREMENTS</b>				
h.	Develop/adopt procedures or protocols for documenting and implementing a follow-up and referral plan for children.				
i.	Establish policy or procedure and communicate it to the parents or guardians regarding the transfer of children to the nearest care provider in cases of any emergency.				
<b>10</b>	<b>STANDARD FIVE: RESPONSIBILITY OF THE MANAGEMENT</b>				
i.	The records shall be stored in a secure location with convenient				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Final	CP_9.6.01_F23	1	Nov 14, 2022	Nov 14, 2025	2/5

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code:  Open  Shared-Confidential  Shared-Sensitive  Shared-Secret

	access. In case of having electronic records, the management shall ensure authorization and access based on granted privileges.				
<b>APPENDIX 3: NURSERY CLINIC PHYSICAL REQUIREMENT AND SUPPLIES</b>					
<b>A. Standard Fixtures and Furniture</b>					
1	Office desk and chairs				
2	Filing cabinet/ rack for files				
3	Cupboard with lock for supplies and instruments				
4	Bed with railing, washable mattress/impermeable plastic sheet and provision for towel paper to cover it				
5	Portable screen (if there are no separate treatment rooms)				
6	Non refillable liquid soap dispenser with undiluted liquid soap				
7	Disposable paper hand towel dispenser or electric hand dryer				
8	Foot operated covered waste disposable bin				
9	Refrigerator with ice pack				
10	Medium size notice board.				
<b>B. Standard Equipment</b>					
1	Pediatric height and weight scale				
2	Sphygmomanometer with pediatric cuff				
3	Stethoscope				
4	Eye Chart				
5	Percussion Hammer				
6	Tuning fork.				
7	Torch with batteries				
8	Thermometers				
9	Measuring tape				
10	Kidney tray				
11	Galipot/basin				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Final	CP_9.6.01_F23	1	Nov 14, 2022	Nov 14, 2025	3/5

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code:  Open  Shared-Confidential  Shared-Sensitive  Shared-Secret

12	Stainless steel dressing trolley (2 layer with castor wheels)				
13	Bandage Scissors				
14	Pickup forceps				
15	Oxygen cylinder with regulator and flow meter				
16	Nebulizer				
17	Glucometer				
18	First Aid Kit				
19	Autoclave (if applicable).				
<b>C.</b>	<b>Standard Supplies</b>				
1	Disposable wooden spatulas				
2	Disposable hand towels				
3	Disposable medicine cups				
4	Sterile cotton buds				
5	Sterile ear buds				
6	Sterile gauze pieces				
7	Disposable gloves				
8	Gauze bandages of different sizes				
9	Splints of different sizes				
10	Elastic bandages of different sizes				
11	Adhesive plasters of different sizes				
12	Band aids				
13	Disposable oxygen facial masks				
14	Disposable thermometer sleeves/covers.				
<b>D.</b>	<b>Standard Solutions and Medicines</b>				
1	Alcohol 70%				
2	Antiseptic solutions				
3	Normal Saline Solution				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Final	CP_9.6.01_F23	1	Nov 14, 2022	Nov 14, 2025	4/5

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code:  Open  Shared-Confidential  Shared-Sensitive  Shared-Secret

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Final	CP_9.6.01_F23	1	Nov 14, 2022	Nov 14, 2025	5/5