

- 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- Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
6	STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES				
6.2.	Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications.				
7	STANDARD TWO: HEALTH FACILITY REQUIREMENTS				
7.6.	Means to provide visual privacy for the children shall be available, such as curtains, or portable screens.				
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).				
8	STANDARD THREE: ISOLATION ROOM REQUIREMENTS				
8.1.3.	A viewing window to monitor the child/ren or a camera only with live feed (recording is not permitted).				
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.				
9	STANDARD FOUR: HEALTHCARE PROFESSIONAL REQUIREMENTS				
9.1.1.	A registered clinic with a full time DHA licensed nurse OR,				
9.1.2.	A registered clinic with a part-time DHA licensed nurse OR				
9.2.	The management of the nurseries and ELCs shall appoint a Health and safety officer (HSO) to handle any emergency, follow				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Random	CP_9.6.03_F23	1	Nov 14, 2022	Nov 14, 2025	1/4

- 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

	up, monitor the implementation of health and safety procedures and conduct all necessary trainings for teachers and staff.				
9.3.1.	If the employed full time or part time RN is on leave, a Temporary Nurse shall be arranged by the management of the Nurseries and ELCs from an agency approved by HRS, DHA, or from a licensed DHA facility through a memorandum of understanding (MOU) between the two entities.				
10	STANDARD FIVE: RESPONSIBILITY OF THE MANAGEMENT				
f.	A complete, comprehensive and accurate health record shall be maintained for each child.				
g.	The health records shall include a recent history, physical examination, any relevant progress notes and immunization records.				
h.	Health records shall highlight allergies and drug reactions.				
i.	The records shall be stored in a secure location with convenient access. In case of having electronic records, the management shall ensure authorization and access based on granted privileges.				
11	STANDARD SIX: EMERGENCY AND TRANSFER PROTOCOL				
11.2.	The nurseries or ELCs shall maintain the parents/guardians contact numbers in case of emergency.				
11.4.	In case of giving the child any medications or treatment, only the nurse shall notify the parents/guardians of the child and document it.				
12	STANDARD SEVEN: EQUIPMENT AND SAFETY				
12.3.	All equipment used in patient care shall be maintained according to manufacturers' specifications.				
APPENDIX 3: NURSERY CLINIC PHYSICAL REQUIREMENT AND SUPPLIES					
A.	Standard Fixtures and Furniture				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Random	CP_9.6.03_F23	1	Nov 14, 2022	Nov 14, 2025	2/4

- 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

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.	Standard Equipment				
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				
12	Stainless steel dressing trolley (2 layer with castor wheels)				
13	Bandage Scissors				
14	Pickup forceps				
15	Oxygen cylinder with regulator and flow meter				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Clinics in Nurseries and Early Learning Centers / Random	CP_9.6.03_F23	1	Nov 14, 2022	Nov 14, 2025	3/4

- 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

16	Nebulizer				
17	Glucometer				
18	First Aid Kit				
19	Autoclave (if applicable).				
C.	Standard Supplies				
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.				
D.	Standard Solutions and Medicines				
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 / Random	CP_9.6.03_F23	1	Nov 14, 2022	Nov 14, 2025	4/4