

Head Start Child Health Requirements Procedure

Policy: Early identification and remediation of health and special needs will be ensured through the timely implementation and through tracking of screenings, assessments, exams, and follow up.

Performance Standard 1304.20(a)(1)(i)(ii);(a)(1)(ii)(A)(B)(C);(a) (1)(iii)(iv);(b(1)

Procedure:

- Family Advocates and Health Manager will talk with the parents to determine whether the child has consistent health care providers (medical home) to ensure an ongoing source of continuous, accessible health care. Family barriers to access health care and a plan of action to assist the family will be documented in ChildPlus.
- At the time of intake interview parents will be asked to make an appointment for their child to have a physical and dental exam. The staff member will discuss any health, safety or nutrition concerns with the parent at intake and note it in ChildPlus. If the parents do not have insurance coverage of some type conducting intake will refer them to Social Services and other low cost resources.
- If the family does not have a dental/medical provider the Family Advocate or Health Manager will assist them in choosing one and calling to make an appointment.
- If the family is not eligible for any of the low cost or no cost health insurance the Family Advocate will help to identify other means of payment or low or no cost insurance.
- Family Advocate will assist families in making and keeping exam appointments. Case notes regarding accessing health care services and a plan of action will be developed and documented in ChildPlus.
- Other Child Health screenings (see Screenings Procedure) (height, weight, vision, developmental, hearing) will be performed by trained staff and cooperating professionals during the summer or within 45 days of school entry if not done during the physical exam.
- Health Manager will have a monitoring system (see Health Tracking Procedure) in place to insure that each child receives timely screenings, exams and follow up as needed.
- Head Start Screenings and exam will include:

Physical Exams

Enrollees must have a physical exam with **Physical Exam Form** filled out by a physician within one year of the date of enrollment. This must be done at all well child checkups. (see **Physical Reminder Letter**)

The exam must include:

- Exam of all systems or regions which are made suspect by the history or screening test.
- Search for certain defects in specific regions common or important in this area group (i.e. skin, eye, ear, nose, throat, hear, lungs, groin area)
- A hematocrit/hemoglobin screening to test for iron deficiency

- Height / Weight
- Urinalysis (if indicated)
- Blood Pressure
- T.B. Test (if indicated)
- Update of any immunizations needed
- Lead

Dental Exam

Each child should have an annual dental exam and **Dental Exam Form** filled out by a dentist while in either/both Head Start programs. Family Advocates and Health Manager will assist parents in finding a dentist, making appointments, and coordination of transportation services when needed. (see **Dental Reminder Letter, Dental Permission Form**)

The dental exam will include:

- Services required to relief of pain or infection
- Restoration of decayed primary and permanent teeth
- Pulp therapy of primary and permanent teeth
- Extraction of restorable teeth
- Dental cleaning and instruction in self-care and oral hygiene procedures

Screening and Assessment

- Growth Assessment. Height and Weight should be recorded in ChildPlus at beginning of school year and around February so that failure to gain weight or too rapid weight gain will allow for follow up. This information assists the Health Manager in assessing the child's growth pattern. (see **Height/Weight Procedure**)
- Vision Testing/Screening. Visual activity should be tested every two years beginning at age three. Trained staff will perform developmentally appropriate vision test within 45 days of enrollment unless completed at the physical exam and ensure that children who have suspected vision problems are referred to their family doctor for further testing and follow up. Results of this screening will be recorded on the **Hearing/Vision/Blood Pressure Letter** and will be given to the parent and the Health Manager will record the results in ChildPlus.
- Our children will have a screening within 45 days of enrollment. If a problem is indicated a referral is made to their family doctor of further testing and follow up. Results of this screening will be recorded on the **Hearing/Vision/Blood Pressure Letter** and will be given to the parent and the Health Manager will record the results in ChildPlus.
- Hemoglobin or Hematocrit Determination. Screening for anemia should be done annually. Families who are signed up through the Women, Infants, and Children (WIC) feeding and nutrition program receive this screening on an annual basis. The Early Head Start collaborates with WIC and other providers to ensure that children receive this screening

when it is not performed during their physical exam or if follow up is needed. (See [Hemoglobin/Hematocrit Procedure](#))

- Identification of Children’s Development Needs. Children receive a developmental screening within 45 days of enrollment. The development screening, physical exam results, parent interviews, Ages and Stages Parent Questionnaire and teacher’s and Mental Health Coordinator’s professional observations are all utilized to assist the teachers to individualize each child’s educational experience while they are at Head Start. Adaptations are made and special services arranged to accommodate children with disabilities and other special needs.
- The child must enter the program with the minimum state requirements or exemption and staff will track each child’s immunization status and assist families with the necessary resources to ensure that their child remains “up to date” on immunizations throughout the school year. (see [Immunization Procedure](#))

Referenced Procedures:

Health Tracking Procedure

Screening Procedure

Height/Weight Procedure

Hemoglobin/Hematocrit Procedure

Immunization Requirements Procedure

Referenced Forms:

Physical Cover Letter

Dental Form

Dental Cover Letter

Parent Info Sheet for taking child to the dentist or doctor

Dental Reminder Letter

Physical Reminder Letter

Hearing/Vision/ Blood Pressure Letter