

## **Child Health Status**

### **Policy**

Arrowhead Head Start will work with families to help them achieve and maintain optimal physical health so their children can learn. We will also ensure compliance with Chapter 9503 State of Minnesota Department of Human Services Child Care Centers Licensing Requirements for Child Care Centers (Rule 3) and Minnesota Immunization Law.

### **Procedure**

- Head Start staff will ask if a child has a medical or dental home at time of application. Referrals will also be given at that time to find one if needed.
  - Acceptance letters include a medical and dental exam form with instructions for parents to have them completed within 21 days.
  - An immunization review is conducted for each child when he/she is accepted. Minimum requirements of Minnesota's Immunization Law for Early Childhood Programs and Child Care must be met before a child can attend a classroom and to remain in the classroom. If a child needs any vaccines to attend, staff will assist the families in completing this task. These requirements do not apply to families participating in home-base services.
  - Should a parent opt out of any required immunizations for his/her child, a notarized statement must be submitted to the Head Start office before the child can attend a classroom.
  - If a medical exam isn't received in the first two weeks of the child's first day in the classroom, the parent will be sent a weekly letter advising that Rule 3 does not allow children to remain in a classroom after 30 days if no proof of a current medical exam has been received. A child will be suspended from the classroom after 30 days; however, staff will work with the family to get the medical exam form completed as quickly as possible, so the child may return to the classroom.
  - Families participating in home-base services can continue services after 30 days if no medical exam is received; however, the site's Lead Educator will help the families obtain and receive health services.
  - The Minnesota Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Schedule will be used by the Head Start Health Manager to determine a child's current health status. A letter and new exam form will be mailed to parents when their child is due for a new medical or dental exam.
  - During the acceptance and enrollment process, the Health Manager will determine if an Individual Health Plan should be developed. If so, this will be by faxing an Individual Health Plan form to the child's physician. This form must be signed by the physician, parent/guardian, and all Head Start staff members who will be providing care to child in the classroom. The Head Start Disabilities and Mental Health Manager will also be involved if needed.
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- Information Systems will send a weekly report of all enrollees with missing medical exams and monthly report of expired dental and medical exams to the Health Manager.

- All efforts made by any Head Start staff person to help a family obtain medical and dental care and/or follow-up will be documented in the child's electronic file.
- All medical and dental exams will be reviewed by the Health Manager after the appropriate tracking and routing has occurred. During Office Reviews, it will be decided whether a child needs any follow-up related to health. The Health Manager will be responsible for initiating the process in obtaining follow-up and related information, with field staff assisting as needed. All efforts will be documented in the electronic tracking system.

This policy complies with Head Start Performance Standard 45CFR Section 1304.20 and 1304.40

Approved by Health Advisory Committee on 1-18-2005.

Approved by Policy Council on 3-22-2005.

Revisions approved by Policy Council on 04-12-2006.

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