

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Child Health History

### POLICY:

To ensure that Head Start has a comprehensive picture of each child's past and present health status and needs.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#)*

### PROCEDURE:

1. During the enrollment process, the parent will be asked to complete, with staff assistance (using a black/blue pen or computer), the Child Health History to provide information concerning the child's health and developmental history, special needs, dietary habits, medical/dental home, insurance and to identify if the child is at risk for certain disease or illness.
2. The staff interviewer assisting the parent in the completion of the Child Health History, will ensure the completion of all questions and necessary information.
3. The grantee Health Services Manager will review the Child Health History if there is a problem or concern from program staff to determine child's present health status and current needs as needed, and during Big Sandy Record Check.
4. A completed copy of the Child Health History will be filed in the child's individual health folder and entered on COPA under Child Health History tab.

*Approved by Policy Council: September 2018*