

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 1304.20

PROCEDURE:

1. During the enrollment process, the parent will be asked to complete (using a black/blue pen), with staff assistance, the Child Health History to provide information concerning the child's health and developmental history, special needs, dietary habits, 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 may review the Child's Health History in the following situations:
 - If there is a problem or concern from program staff
 - To determine child's present health status and current needs
 - During the annual grantee record review
4. A completed copy of the Child Health History will be filed in the child's individual health folder and entered on COPA under the "Health History" tab.

Approved by Policy Council: *March 2016*