

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

Child's Health Folder/ COPA

POLICY:

The program will establish and maintain an individual health folder for each enrolled child. Information will be entered on COPA.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.47](#)

PROCEDURE:

1. The child's individual health folder will include:
 - a. Completed Health History - COPA Child Health History
 - b. All Program Consent (I.E. - medical/dental & treatment, developmental, emergency medical/dental etc.) – COPA Health History or Screening Permission form
 - c. Health, developmental history, and dental information – COPA Health History.
 - d. Medical Home – COPA Health History & Medical Record
 - e. Medical/dental coverage information (KMAP, KCHIP, private insurance, etc.) – COPA Health History & Medical Record
 - f. Physical exam, Hematocrit/Hemoglobin, Blood Pressure, Blood Lead Screening- Copa Medical record or Medical /Dental verification form.
 - g. Immunization certificate or Medical/Religious exemption - COPA Immunization tab and COPA Health History.
 - h. TB certificate (if applicable) or Preventive Health Questionnaire that contains written TB Assessment - COPA immunization tab
 - i. Nutrition assessment – COPA Health History
 - j. Height/weight and BMI should have copies of Stature for Age

2-20, and BMI for age 2-20 and copy of growth notification if overweight /underweight. – COPA Growth Assessment

- k. Copy of daily health check, incident/accident, and head injury page, if applicable.
- l. Asthma /Allergy Questionnaire if applicable.
- m. Copy of medical travel (vision/dental) permission if applicable.
- n. Dental exam and treatment record- COPA Medical Record
- o. Blood Lead Screening and Preventive Health Questionnaire that includes the written lead assessment – COPA Medical Record-Lead Screening written lead assessment
- p. Release of information if applicable
- q. Hearing screening on Screening Result Page - COPA Medical Record
- r. Vision examination - COPA Medical Record
- s. Vision screening on screening Result page if applicable - COPA Medical Record
- t. Parent notification of screening results – Screening Result page
- u. Documentation of follow-up services/treatment (if applicable)
- v. End of the year summary report – COPA Child health information (under *Reports* tab)
- w. Individual Health plan (if applicable)
- x. Any other information related to child's health. Health records/folders/files are kept confidential. (*See Confidentiality policy*)