

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

Child's Health Folder

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 1304.20

PROCEDURE:

1. The child's individual health folder will include:
 - a. Completed COPA Child Health History
 - b. Consent for emergency medical/dental services – COPA Health History.
 - 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 report Copa Medical record.
 - g. Immunization certificate COPA Immunization & TB
 - h. TB certificate (if applicable) or Preventive Health Questionnaire that contains written TB Assessment - COPA immunization & TB
 - i. Nutrition assessment – COPA Health History
 - j. Height/weight and BMI should have copies of Statue for age 2-20, and BMI for age 2-20. – COPA Growth Assessment
 - k. Consent for screening/medical services-COPA Health History or Medical Screening Permission
 - l. Consent for dental exam/ treatment- Big Sandy dental forms,

- m. Consent for dental exam and treatment COPA Health History or Report of Dental Exam form
 - n. Dental treatment record COPA Medical Record
 - o. Blood Lead Screening and Preventive Health Questionnaire that includes the written lead assessment – COPA Medical Record-Lead Screening -12 month for written lead assessment 24 month for actual Blood Lead Screening.
 - p. Release of information if applicable
 - q. Hearing screening result sheet - COPA Medical Record
 - r. Vision examination / screening- COPA Medical Record
 - s. Parent notification of screening results –Individual Staff screening result sheets.
 - t. Documentation of follow-up services/treatment (if applicable)
 - u. End of the year summary report – COPA Child health information. Under Reports
 - v. Individual Health plan (if applicable)
 - w. Any other information related to health
2. Child health records/folders/files are kept confidential. (*see Confidentiality policy*)

Approved by the Policy Council September 21, 2010