

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

## Parent Authorization/Informed Consent

### POLICY:

Parents will have accurate information concerning child services and provide prior written consent for all screenings and exams

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.41 and 1302.41](#)*

### PROCEDURE:

1. Children may not receive health/developmental procedures without prior parent authorization.
2. Steps to obtain informed parental consent will follow in a logical time sequence.
  - a. Explain type and purpose of health/developmental procedure to parent.
  - b. Acquire parent written authorization before procedure is performed.
  - c. Procedure is performed by a qualified provider.
  - d. Once performed, provide the parent with the results of the procedure or any recommendations made by the provider immediately or within (10) calendar days.
3. Prior authorization is needed for:
  - a. health/developmental screenings
  - b. dental exam
  - c. dental treatment
  - d. emergency medical/dental services
  - e. administering medication
  - f. release of information
  - g. dental exam and treatment travel (dental travel permission)
  - h. vision exam travel (vision travel permission)
4. Since several health and developmental procedures are completed annually, parent permission for health/developmental services is obtained for second year enrollees as well as new enrollees.

5. If a parent refuses to give authorization for services, the program will obtain and maintain written documentation of the refusal on the Head Start Refusal of Services documentation form.
6. When a parent refuses services required and provided through the Head Start program, the parent will be asked to provide the program with documentation indicating that the child has received services through another source/provider.
7. The parent must sign an authorization form before any information can be released to another agency, institution, and/or individual. The authorization must specify the type of information to be released, the name of the agency/individual to whom the information is being released and for what purpose.
8. Parent authorization/consent forms and any refusal of services documentation will be filed in the child's individual record/health folder and documented in family case notes or under item refused on COPA.