

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

## Physical Examination

### POLICY:

Program staff will support families in completing child physical exams within 90 calendar days of the child's enrollment date.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.20 (a)*

### PROCEDURE:

1. During the intake/enrollment process, parents will be informed of the health requirements of the program and encouraged to schedule their child to receive a physical examination prior to school entry. If the family does not have health coverage of some type, staff will inform them of the Kentucky Medical Assistance Program, KCHIP, KYNECT, and other low cost resources.
2. If the family does not have a medical provider, staff will assist them in choosing one and in making the necessary arrangements for the child's exam.
3. A School Physical Exam form will be provided for the parent to take to the medical provider for completion.
4. Staff will inform the parents of the importance of HCT/HGB, blood pressure, and lead blood screening.
5. Physical examinations given within one (1) year prior to enrollment in the program will be considered current. Once the date of the physical has expired, the staff must notify the family and assist them with obtaining another physical. Proof of the examination is to be obtained within 90 calendar days from the child's enrollment date.
6. If the child is not eligible for KMAP, KCHIP, or does not have private insurance, Head Start funds may be used for payment of the physical exam once eligibility and the enrollment process are completed. (*See Head Start Pay Policy and Procedure*)

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7. Physical exams will be completed annually as recommended by the EPSDT schedule and upon yearly date of actual physical.
8. The Family Advocate will utilize tracking procedures to ensure that each child receives timely screenings, exams, and follow-up when needed.

Policy Council Approved: *March 2016*