

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

Daily Health Check

POLICY:

Children will be observed for signs of illness or injury which could compromise their health and safety or the health and safety of others.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47, 1302.42, and 1302.102](#)

PROCEDURE:

- Teaching staff will observe children as they enter the classroom each morning. Teaching staff will look for any adverse signs indicating illness or injury. The teaching staff will pay particular attention to children who have been absent due to illness or who have been exposed to a communicable disease.
- Children who appear alert, responsive, and in good health will begin their daily routine.
- If it is determined that a child is not able to actively participate in the daily routine due to illness, the parent or authorized person from the emergency contact list will be contacted to come and pick up the child as soon as possible. (Exclusion of Children and Communicable Disease Control policies)
- Staff observations of illness or injury will be documented on a daily health check documentation sheet. Documentation will include a description of the concern and any recommendations or referrals. Parent comments will also be documented on this sheet. All information will be added in the “family case notes” section of COPA and placed in the child’s health folder. If the staff notes an illness, significant bruise, or unusual mark on the child, he/she will list an “H” on the COPA Child Attendance & Meal Count tab to signify that there was an issue with the child’s health or appearance.
- If a staff member suspects that the child’s illness or injury is due to abuse or neglect, the child will remain in the classroom and a report will be made immediately to the Department of Protection and Permanency. (Reporting Child Abuse and Neglect policy)

Approved by Policy Council: September 2018