

## Daily Health Checks

### 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 1301.31*

### PROCEDURE:

1. Teaching staff will observe children as they enter the classroom each morning for any adverse signs indicating illness or injury. Particular attention will be given to children who have been absent due to illness or who have been exposed to a communicable disease.
2. Children who appear alert, responsive and in good health will begin their daily routine.
3. 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 pick up the child as soon as possible. (See Exclusion of Children and Communicable Disease Control policies)
4. Staff observations of illness or injury will be documented on a Daily Health Check Documentation Sheet. This will include description of concern and any recommendations or referrals. Parent comments will be documented on this also. This will be added in Family Case Notes on COPA, and documentation placed in child's health folder. This will also be documented on COPA Attendance and Meal Count with a "H" when there is a problem.
5. If staff suspect's that the child's illness or injury is due to abuse and/or neglect, the child will remain in the classroom and a report will be made immediately to the Department of Protection and Permanency. (See Reporting Child Abuse and Neglect policy).