

Physical and Dental Exams

Head Start Performance Standards

§ 1302.42 (a) (1)

§ 1302.42 (b) (1) (i)

Policy

Head Start staff work with families to establish and maintain an ongoing system of preventative medical and dental care for all enrolled children and prenatal women. A child's health significantly affects their ability to learn, grow and develop. Health status before and during pregnancy affects the mother's own well-being and that of her developing baby and is positively associated with a healthy pregnancy outcome. Within 30 days of entering the program, staff will determine whether each child and prenatal client has an ongoing source of continuous, accessible health care and insurance.

Families entering Community Action Early Head Start or Head Start are asked to complete and turn in an up-to-date physical and dental exam and provide documentation for each well-child visit while enrolled in the program. Early diagnosis of problems helps ensure that the child does not suffer pain, that appropriate treatment is received in a timely manner, and that any needed accommodations are in place. Families are encouraged to complete these exams within 90 days from child's enrollment date.

If a child does not have care or is not up to date on a recommended schedule of well visits, staff members will work with parents to access a source of care and bring the child up to date during this same 90-day period.

Physical Exam and **Dental Exam** forms are included in the Orientation Packet. A provider letter accompanies the **Physical Exam** form explaining the importance of obtaining current hemoglobin/hematocrit and blood lead level results for the child. The packets also include resource information.

Physical and Dental Exam Providers

- Families are encouraged to use their primary health care providers and dental clinics.
- Families without health insurance are encouraged to apply for the Oregon Health Plan so they can establish both a medical and dental home. Information about the Oregon Health Plan and other health insurance resources are included in the Registration Packet. If a family does not qualify for the Oregon Health Plan or for other insurance, Head Start staff will help them locate a clinic with a sliding fee scale where they can establish a medical and dental home. The Health Services Supervisor can assist in this process.
- If staff are having trouble getting families to turn in paperwork by the 90-day deadline, they can request that the doctor or dentist send medical and dental records directly to our office. Before the medical or dental office can send us this information, the child's parent must sign a **Release of Information (ROI)** and the form must be faxed to the medical or dental office. The **ROI** is given to parents during registration and then uploaded in ChildPlus as an attachment under the Health tab. Be sure to check ChildPlus before asking parents to complete a **ROI**. Health Services can assist faxing providers for records when staff have identified barriers to obtaining the records.

**Community Action Head Start
Washington County, Oregon**

Procedure

1. As medical and dental homes are identified, staff will enter this information into ChildPlus.
2. Teaching staff/ Home Visitors / Family Advocates obtain **Physical Exam** forms/Well Child reports from parent(s)/guardian(s). This information, including dates, results of exams, and any medical or dental follow-up treatment, will be entered into ChildPlus as events and uploaded as attachments.

Head Start children must have up to date **Physical Exam** and **Dental Exam** forms on file. Physical and Dental exams are valid for 12 months from the date of the exam. Staff will work with families to obtain updated exams when the previous exam expires. All medical records become part of the child's Head Start health records and are recorded in ChildPlus.

Early Head Start children must have updated Well Child reports from the clinic, or completed **Physical Exam** forms, for each well-baby visit. For children under three years of age, Teachers, Home Visitors and Family Service Teachers will work closely with caregivers and parents/guardians to monitor and ensure children's progress in completing Well Baby visits.

For EHS children, these visits should take place at 2 months, 4 months, 6 months, 9 months, 12 months, 18 months, 24 months, and 36 months with each accompanying Well Baby exam form documented in ChildPlus.

3. Copies of all **Physical Exams**/well-child or baby visits can be sent to Casa Blanca for Health Services to upload to ChildPlus.
4. **All families are encouraged to obtain dental exams for children 1 year and older.** If dental concerns are identified, teachers will discuss the concerns with the family and encourage a referral to a dentist for further evaluation. In-class **All Smiles and Neighborhood Health Center screenings will count toward the dental requirement.**
5. Teaching staff verify that a current medical protocol is on file for each child who requires one.

If a child has a diagnosis of asthma, severe allergy (for example, bee stings or food anaphylaxis), diabetes, seizure, bleeding disorder, or any condition which may affect the child during the school day, the program must have on file a current medical protocol completed by the child's health care provider **before the child's first day of school.** The medical protocol must provide child-specific guidance about how to keep the child safe when participating in program activities, emergency response procedures, and when and how to administer medication at school. Please see the **Medication Administration Policy and Procedure** for details.

Parents of children in the Home-Based program will administer necessary medication to their own children during socialization times.

6. If a child is identified as having a health-related concern that requires further diagnostic testing, examination or treatment, teaching staff will work with the family to develop a follow-up plan. If necessary, teachers will contact the Health Services Supervisor to help address physical or dental health concerns. If a family fails to follow up or refuses health treatment, staff must document all efforts to assist in ChildPlus. If necessary, a Coordinated Care meeting can be arranged for the classroom staff and Health Services Supervisor to meet with the family to see what additional support the family may need in completing exams or further follow up treatment.