

H-3 DEVELOPMENTAL AND HEALTH HISTORY POLICY

POLICY:

A Health History will be completed for each child during “enrollment” prior to the first date of attendance.

PROCEDURE:

- 1) Family Advocates (FA) will work with the parent/guardian to complete the Health History form during “enrollment” meeting. Annual review of the health history with parents must be completed within the first 45 days of each school year.
- 2) FAs, CFAs, or Teachers may use either a structured interview format or act as a resource to the parent/guardian as the parent fills out this form. In all cases, staff ***must*** be available to answer any questions parents/guardians may have as they complete these forms.
- 3) If there are any concerns identified, such as congenital abnormalities, severe allergies, special diets, or chronic diseases and conditions such as Epilepsy/Seizures and Asthma are identified; the FA/ CFA/Teacher must do the following:
 - a. Ensure concerns are recorded in “progress notes” of the child’s file,
 - b. Ensure concerns are documented on appropriate “face sheet,”
 - c. Ensure the following records are also completed at the enrollment meeting for children with; asthma, severe allergies, epilepsy/seizures, food allergies/intolerances that require a special diet at school or other conditions or diseases that require medication administered by Head Start staff in the classroom:
 - Medication Administration Record
 - Asthma Management Plan and Medication Administration Protocol
 - Severe Allergy Protocol
 - Seizure Protocol
 - Medical Statement for Food Substitutions
 - d. Completed protocol and medication administration forms will be forwarded by the FA, Health Staff, or parent to child’s physician for final completion and approval. Forwarded records will be received and recorded by the Health and Nutrition Services Director and returned to the CFA, FA or Teacher for review and filing in the child’s file.
- 4) Child and Family Advocates (CFAs) will conduct an “initial review” of each child’s file prior to a child’s first date of attendance. This “initial file review” must include an assessment of developmental, health and behavioral histories to assist staff with the development of an individualized educational program for each child and family.
- 5) Teachers, FA’s, and CFA’s will review developmental (ASQ), behavioral, (ASQ SE) and Health Histories with parents/guardians annually, and document any updates of child’s development on progress notes, developmental assessments and as necessary on home visit report forms indicating that a history was updated.

- 6) Whenever health histories are discussed or reviewed with parents/guardians; the FA, CFA, or teacher must explain to the parent/guardian why the information regarding their child's growth and development is being obtained and also inform them that it will be used to help create an educational program tailored to meet their child's individual needs and abilities.

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