

## H-25 LEAD SCREENING POLICY

### POLICY:

All Head Start Children will be afforded the opportunity to have Lead Blood Test. A Lead Screening form will be completed for each child during “enrollment” prior to the first date of attendance and will be updated in the first 45 days for returning students.

### PROCEDURE:

- 1) Family Advocates (FA) will work with the parent/guardian to complete the Lead Screening form during “enrollment” meeting. This will be used as a tool to educate the parents on the risks of lead exposure as well as obtain their consent for the child to have a lead blood test.
- 2) FA’s, Child and Family Advocates (CFA), or Teachers may use either a structured interview format or act as a resource to the parent/guardian as the parent fills out the form. In all cases, staff ***must*** be available to answer any questions parents/guardians may have as they complete the form.
- 3) If Consent for Lead Blood test is obtained, the FA or CFA will work with the parent to have the Lead Blood test completed by the child’s medical provider. The family will be given copies of the lead screen to take to the provider.
- 4) For returning students, annual review of the Lead Screening Form with parents must be completed within the first 45 days of each school year for returning students
- 5) Tracking Lead Blood Test-The parent will be asked to obtain a copy of the lab test results. Head Start staff may fax for proper documentation if release of information is obtained. When the Results are directly sent to the Health Resource Manager from the provider, the HRM will coordinate data entry into Child Plus monitoring system and forward completed records to the CFA or FA. The HRM recommendations for follow-up will be done via e-mail, phone and Child Plus monitoring reports. CFA or FA will follow-up with families within 10 days after receiving formal communication from HRM regarding any additional referral.

Staff will ensure that a copy of the lab results are maintained in the child’s file at all times.

- 7) HRM will review all formal follow-up records obtained from medical providers, and document “Follow-up Status” in Child Plus monitoring system, and inform CFA and FA of “Follow-up Status” via e-mail and Child Plus monitoring system.

CFA or FA will document in progress notes any identified follow-up from HRM and discuss the child’s current “health status” with the parent. CFA or FA will document in progress notes health discussions regarding follow-up plans for screening or treatment completion. CFA or FA will inform HSD of progress on health plans via e-mail or phone