

HEALTH RECORD PROCEDURE

1302.41 Collaboration and communication with parents.

(a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

(b) At a minimum, a program must:

(1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services; and,

(2) Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention.

1. Parents/guardians provide information about the health and safety needs of their child through enrollment paperwork and by discussing and reviewing annually the Health Record with Health Staff. In Early Head Start the Nutrition section of the Health Record is reviewed upon the child's first birthday in addition to the annual review.
2. Health staff, teachers, and parent/guardians work together to develop a plan as soon as possible, preferably before services to a child begins or as soon as the need is identified. (See below "Children with Special Health Care Needs")
3. Plans to be followed in the classroom are added to the Health Alert with a picture of the child.
4. Certain health information about each enrolled child is required both by Head Start/ECEAP and state childcare regulations. We discuss these requirements with parents and provide the necessary forms during enrollment. Information includes:
 - Health insurance coverage
 - Physical exam; name and telephone number of Primary Care Provider
 - Dental exam; name and telephone number of dentist
 - Immunization status
 - Health history
 - Nutrition history
 - Consent for Screenings
 - Emergency Care Form

5. Program health staff are responsible for compiling, assessing and tracking the health status and health referrals of individual children.
6. A new Health Record will be completed annually in full year programs and each year prior to the child starting class in part year programs and updated as needed.
7. All information is confidential and records are kept in locked files. Parents may see their child's file upon request.
8. Health staff provide classroom teachers with all health information pertinent to the child's safe and healthy participation in the classroom, including:
 - Known medical and oral health concerns
 - Medications taken regularly & possible side effects
 - Allergies including symptoms to watch for
 - Food allergies, restrictions, special dietary requirements and preferences
 - Plans to address each of the above

Children with Special Health Care Needs

1. When children with special health care needs are enrolled, staff or providers meet with Parents/Guardians and other caregivers to develop an individualized plan to accommodate the child's needs prior to the child starting class.
2. Required documentation and individual classroom plans will be in place prior to the child starting class.