

Physical Assessment

Policy

In collaboration with the parent/guardians, and as quickly as possible, but no later than 30 calendar days from the child's entry into the program, the Neighborhood House Association (NHA) Head Start Program requires that each child enrolled in the program obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care. Results of diagnostic and treatment procedures and ongoing care are shared with and understood by the parent/guardians.

Reference and Regulation:

Head Start Program Performance Standards 1302.41 (a) / 1302.42 (a)(1)
1302.42 (b)(1)(i) / 1302.42 (b)(1)(ii)
California Community Care Licensing 101220

Physical Assessment

Procedure

Issuance Date: August 2007

Revised: June 2018

Children who qualify for Head Start also qualify for the Child Health and Disability Prevention (CHDP) physical examination. A list of CHDP providers is maintained at the sites to ensure that families have access to a health care provider.

The physical examination form is given to parent/guardians during enrollment for completion by the child's health care provider. Other physical assessment forms (i.e. electronic copies) signed or electronically signed by the physician are acceptable documentation of the physical exam.

All newly enrolled children are required to have an initial physical exam within 30 calendar days of attendance. An initial health exam entails the assessments found in the **Screening Requirement** section of the Physical Exam form, along with the TB Risk Factors. The TB Skin Test is done ONLY if deemed necessary by the health care provider.

Timelines for screenings:	
NOTE: This timeline applies only if screenings were not performed during the child's physical examination, height/weight is always taken by site staff.	
45-Day	90-Day
<ul style="list-style-type: none"> ▪ Vision screening 	<ul style="list-style-type: none"> ▪ Anemia (Hgb/Hct) test and/or Anemia Risk Assessment
<ul style="list-style-type: none"> ▪ Hearing screening 	<ul style="list-style-type: none"> ▪ Lead test
<ul style="list-style-type: none"> ▪ Height & Weight (by the child's first day of attendance (DOA), or no later than 45 Days from the child's first DOA) 	<ul style="list-style-type: none"> ▪ 2nd Height & Weight (6 months after the first height/weight measurement)
	<ul style="list-style-type: none"> ▪ Blood Pressure (BP)

Children with physical exams/health screenings expiring within the school year will be required to attain a current exam/screenings within 45 days from its annual expiration date.

Upon receipt of a child's physical exam form, staff reviews the form to ensure the following:

- Staff ensures all required screenings were completed by the health provider. If there are missing or pending screening results, a follow-up is done within 30 days from receipt of the physical exam form. Staff continues to follow-up on the case until all of the screening results are acquired. All efforts are recorded in the Progress Notes of Section 2 of the Child File.
- Staff ensures the physical exam form has an acceptable signature by the health provider. Acceptable signatures can be a hand written signature, stamped signature, or electronic signature of the health provider.
- Staff reviews the screening results and restrictions/comments noted on the physical form to identify any abnormal findings, treatment plan, and recommended follow-up noted by the health care provider.
- Staff conducts a follow-up on any identified abnormal findings noted on the physical exam form. A follow-up is done as soon as possible, and no later than 30 days, from the receipt of the screening results.
- Staff reviews the screening results with the parent/guardian as soon as possible and ensures that the child's parent/guardian understands the screening and treatment procedures. The PROMIS Individual Child Health Summary form is used to record this activity and is filed in Section 2 of the Child File.
- The Physical Exam form is filed in Section 2 of the Child File.

Vision and Hearing screenings

- If hearing and/or vision screenings were not performed during the physical exam, staff must conduct these screenings within 45 days from child's first day of attendance.
- If the medical provider noted the child as uncooperative, un-testable, or too young, Head Start staff is responsible for re-screening within 45 days from child's first day of attendance.

NHA Head Start Standard Operating Policies and Procedures

- If staff's first attempt to acquire hearing or vision is unsuccessful, a second re-screen is conducted within 30 days of the first attempt.
- Staff performs at least two attempts to acquire a successful vision screening. If the child is still uncooperative, un-testable, or too young during the second attempt, the screening is concluded as such.
- Staff performs at least two attempts to acquire a successful hearing screening. If the child is still uncooperative or un-testable during the second attempt, staff refers them to their healthcare provider when there are concerns regarding the child's hearing.
- 2nd Year Enrolled Children: If hearing and/or vision was not performed during the physical exam, staff must screen the child within 45 days from date of the current physical exam.

All screenings conducted by staff, including screening results collected and verified by staff from a clinic/healthcare provider, are documented on the Supplemental Health Data form in Section 2 of the Child File.

All attempts in obtaining the physical examination, missing screenings, and follow-up treatment(s) will be documented in the Progress Notes of Section 2 of the Child File.

PROMIS Data Entry:

Staff will enter information in PROMIS – Child Physical Exam and Medical Test. Refer to Recordkeeping Standard Operating Policy and Procedure for detailed instructions.

Documentation:

Physical Examination Form
Supplemental Health Data Form