

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND SAFETY**

Policy Number: HS 2C	Effective Date:	Page #1 of 1
HS Program Director Approval Date:	Policy Council Approval Date:	Notes:
Agency Director Approval Date:	Sponsoring Board Approval Date:	
Proposed Effective Date:	Relates to CFR #: 1304.22(b)(1)	Draft Number:

SUBJECT: Performing a daily health check

PERFORMANCE OBJECTIVE: Conditions of short term exclusion

OPERATIONAL PROCEDURE:

Center staff will do a brief, informal check of each child upon arrival. It is best that the check be done before the parent or guardian leaves so that a child who appears to be sick can be taken home or to the doctor. The check can be done by the bus aide when a child is picked up on the bus. The health check should be done in a non-threatening manner. Listed below are the kinds of things you should be looking at and for that could indicate illness or injury. Tracking forms should be utilized to document children who are found to have signs of illness or injury. The tracking form should note what signs or symptoms were observed in detail.

- *Feel the temperature of the skin. Is it warm to the touch indicating possible fever?
- *Look at the hair. Is it clean? Look for indications of lice or ringworm of the scalp.
- *Look at the face and head. Are there cuts, bruises, or sore spots?
- *Look at the eyes, ears, and nose. Is there redness, discharge, swelling, or pain?
- *Look at the teeth. Are any missing? Is there any swelling or pain?
- *Look at the arms and legs for cuts, bruises, burns, sores or burns.
- *Look at the feet. Do you see limping, or signs of pain?
- *Look at the skin for rashes, irritation, or insect bites.
- *Look at the general appearance of the child. What is the energy level of the child? Does he seem to be extremely hungry?
- *Look for obvious signs of illness such as droopy appearance, listlessness, or upset stomach.

Symptoms that could indicate signs of abuse should be reported as per our child abuse policy.