



**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2008 - 2009**

PERFORMANCE STANDARD: 1304.20 (a) (1) (i)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will insure that there is ongoing health care for each child and will assist the parent/guardian to access a source of care.

OBJECTIVE: To determine whether or not a child has an ongoing source of continuous and accessible health care and to collaborate with parents to access a source for their children.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will inform/educate the parent/guardian how to access community resources which provide health care services during monthly meetings, the newsletter and program activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Within 90 Days of Enrollment	Community Health Directory
2. The staff will inform parent/guardian at monthly meetings about availability of health resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly	Community Health Directory
3. The staff will initiate the referrals for health services for children/families when needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Referrals
4. The staff will empower parent/guardian to follow-up on referrals made for health services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Ongoing	Referrals



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PERFORMANCE STANDARD: 1304.20 (a) (1) (ii)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that parents of children enrolled will follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and treatment (EPSDT) program of the Medicaid Agency in Texas and follow the immunizations issued by the Center for Disease Control and Prevention and other local requirements to address health problems.

OBJECTIVE: To determine if the child is on a schedule of age appropriate preventive and primary health care this includes medical, dental and mental health reflected by information provided from the primary health care provider.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. At the time of enrollment, the staff will collaborate with the parent/guardian to secure information from the primary health care provider regarding the health status (immunization record, current treatments, etc) of the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
2. Parents will follow the requirements of child wellness used by the Early and periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen
3. Parents will follow the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen



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PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (A)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will provide comprehensive health services to ensure that all Head Start children are up to date with their age-appropriate schedule of well child care.

OBJECTIVE: To provide children with a series of screening tests and exams to identify and address the individual needs of the child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. The staff will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid. Also, staff may arrange for health providers to provide services at center level.</p> <p>Screens: Vision/Hearing/Strabismus **</p> <p>Physical Examination: Appearance, Head, Skin/Nodes, Eyes, Ears, Nose, Mouth/Throat, Teeth, Neck, Chest/Breast, Heart/Pulses, Lungs, Abdomen, Genitalia/Anus, Spine, Extremities, Neurological (Performed by a US Licensed Health Professional)</p> <p>Vitals: Temp. Pulse, Resp. B/P, Ht. / Wt.</p> <p>Immunizations: Up to Date (*To include Tuberculin Skin Test)</p> <p>Dental Exam: Periodic and comprehensive evaluation every six months.</p> <p>2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children.</p> <p>* INCLUDES T.B. SKIN TEST WITH DATE, RESULTS AND SIGNATURE. ** Certified Center staff will provide vision/hearing screens as needed.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p> <p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Screens within 45 days of enrollment</p> <p>Annual Exam or every twelve months</p> <p>Immunizations prior to first day of school</p> <p>Annual</p>	<p>Physical Exam</p> <p>Screens</p> <p>Child Health Summary</p> <p>Provider Contracts</p>



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PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (B)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will provide comprehensive health services to ensure all Head Start children are up to date on their age-appropriate schedule of well child care.

OBJECTIVE: To ensure that all children continue to follow their appropriate schedule of well child care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will monitor the children’s health records on a regular basis to ensure that they are in compliance with their recommended schedule of well child care. If they lack in their schedule, measures will be taken to update them. For example, if children lack immunizations, the staff will refer to their local health department or brings the providers to the center. If children lack a screen, the center staff will inform the health staff immediately.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
2. Staff will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals
3. Staff will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with child and ask questions on services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals



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PERFORMANCE STANDARD: 1304.20 (a) (1) (ii) (C)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will establish procedures to track the provision of health care services.

OBJECTIVE: To follow up on all medical exams on a timely basis.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. All medical/dental exams/immunizations will be documented on a tracking record. This record will be accessible to center staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary
2. All referrals and follow-up will be documented on the referral tracking log kept by staff.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Monthly As needed	(PROMIS) Child Health Summary



PERFORMANCE STANDARD: 1304.20 (a) (1) (iii)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will provide further diagnostic testing, examination, and treatment by a health professional for each child with an observable known or suspected health or developmental problem.

OBJECTIVE: To initiate a referral as soon as any suspected health concern is noted or found during the physical examination.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. A referral will be made at time of physical by the provider or when an observable known or suspected health or developmental problem occurs. Parent/guardian will be notified immediately of suspected abnormality and permission to refer will be secured.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Referrals Physical Exam Dental Exam
2. Staff will monitor on a regular basis the child's screens, assessment and immunizations by inquiring with the parents.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly	Immunization Tracking Record (PROMIS)
3. Encourage health providers to explain all procedures to parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Ongoing	Referrals Physical Exam Dental Exam



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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will develop and implement a follow-up plan for any condition identified in 45CFR 1304.20 (a)(1)(ii) and (iii) so that any needed treatment is initiated begins.

OBJECTIVE: To develop and implement a follow-up plan for any abnormal condition or suspected health problem.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. The staff will refer and follow-up on any abnormal conditions or suspected health problems. The referral will be initiated immediately with the follow- up within 30 days of referral date.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>At enrollment Monthly</p>	<p>Referrals Family Contact Notes Promis Tracking System</p>



PERFORMANCE STANDARD: 1304.20 (c) (1)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will establish a system of ongoing communication with the parent/guardian of the children with identified health needs to facilitate the implementation of the follow-up plan.

OBJECTIVE: To follow-up on a timely manner with the parent/guardian to determine the health status of the children with identified needs.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will follow-up with the parent/guardian and document pertinent information in regards to the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System
2. The staff will discuss with the parent/guardian the child's progress and/or results.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Weekly Monthly As needed	Health Progress Notes Parent Notices Promis Tracking System



PERFORMANCE STANDARD: 1304.20 (c) (2)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will provide assistance to the parent/guardian as needed to enable them to learn how to obtain any prescribed medications or equipment for medical and dental conditions.

OBJECTIVE: To inform and educate the parent/guardian on community health resources available to them for assistance on acquiring equipment and medical aids for dental or medical conditions. The staff will also educate the parent/guardian on the proper administration of prescribed medication as needed.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will give the parent/guardian a health community resource book on assistance for medical and dental equipment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist
2. Nurse will also educate teachers and the parent/guardian on the proper administration of medication.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	EPSDT Providers T/TA Sign-In Sheet Medication Administration Policy/ Checklist



PERFORMANCE STANDARD: 1304.20 (c) (3) (i)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will educate the parent/guardian and children on the proper measures taken for fluoride

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treatment and daily oral applications.

OBJECTIVE: To provide fluoride supplements and treatment as recommended by dental professionals in communities where it has been determined there is a lack of adequate fluoride levels.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Children will brush teeth after breakfast by wetting toothbrush and rinsing with water. After lunch children will brush using fluoride toothpaste.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
2. Infants/toddlers will have their gums cleaned according to procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
3. The parent/guardian will be provided with information on dental care at monthly meetings.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily for Oral Hygiene Parent Meetings	Consents Form for use of Toothpaste Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.	Assistant Teachers		Daily for Oral Hygiene Parent Meetings	



PERFORMANCE STANDARD: 1304.20 (3) (ii)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will follow up on all measures recommended to the child by the dental professional.

OBJECTIVE: To implement preventive measures and proper dental treatment as recommended by the dental professional.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will ensure all dental follow-ups are done in a timely manner and provide all the necessary paper work to the health department.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	(PROMIS) Child Health Summary Appointment Letters Dental Follow-up Notices Family Contact Notes
2. Staff will assist with providing transportation by utilizing other resources.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	Family Contact Notes Referrals
3. Staff will inform the parent/guardian on dental follow-ups every six months as indicated by state regulations. This will be done via notices and telephone calls.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Monthly As needed	Appointment Letters Dental Follow-up Notices Family Contact Notes



PERFORMANCE STANDARD: 1304.20 (c) (5)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will utilize federal funds when no other source of funding is available.

OBJECTIVE: To arrange for the use of program funds and provide written documentation that all non-Head Start sources have been exhausted prior to using Head Start funds.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will refer non-Medicaid parents/guardians to community health resources for assistance.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
2. The Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating reason for denial of services before agreeing to pay.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
3. The parent/guardian will be instructed if no insurance is available that they must then apply for public assistance prior to Hidalgo County Head Start disbursing payment.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes



PERFORMANCE STANDARD: 1304.20 (d)

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GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that any recurring medical, dental or developmental concerns are addressed in a timely manner.

OBJECTIVE: To implement ongoing procedures to identify any new or recurring medical, dental or developmental concerns so that they may quickly make appropriate referrals.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will document as needed any concerns regarding medical, dental and developmental areas. The parent/guardian concerns will also be documented.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals
2. Staff will identify special needs using the parent/guardian concerns, screens, physical/dental exams and professional observations and assessments.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals
3. Staff will share with the parent/guardian ongoing observations on a daily basis as needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Daily Weekly As needed	Notice of Illness/Injury LAP-D DECA Speech Screener Physical Exam Dental Exam Referrals



PERFORMANCE STANDARD: 1304.20 (e) (1)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will make all possible efforts to ensure that each child is receiving appropriate health care

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services and consult with the parent/guardian immediately if a health or developmental problem is suspected or identified.

OBJECTIVE: To consult with the parent/guardian immediately when health concerns are suspected or identified.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will inform the parent/guardian of health concerns and/ or referrals made by a Head Start provider during physical and/or dental exam.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes
3. Staff will consult with the parent/guardian immediately and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen Results Family Contact Notes




PERFORMANCE STANDARD: 1304.20 (e) (2)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will familiarize the parent/guardian with the use of all rational health and developmental procedures administered through the program and obtain advance parent/guardian authorization for such procedures. The results of such procedures will be shared with the

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parent/guardian.

OBJECTIVE: To educate the parent/guardian on the rationale and results of all screens and seek proper authorization prior to such procedures.


Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will obtain consent from the parent/guardian prior to exams and screening procedures. At this time all screens, exams and immunizations needed for their child will be explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
2. A copy of all results will be given and explained to the parent/guardian.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
3. The referral will be discussed with the parent/guardian and permission to refer will be obtained.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results
4. A child health record with the child's results of all screens including the dates will be given to the parent/guardian. 	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results

PERFORMANCE STANDARD: 1304.20 (e) (3)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will discuss with the parent/guardian how to familiarize their child in an appropriate developmental way about all the procedures they will receive while enrolled in the program.

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OBJECTIVE: To encourage the parent/guardian to participate in informing their child about all procedures administered during their enrollment with the program.


Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will encourage the parent/guardian to participate in the daily health lessons.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
2. Staff will encourage the parent/guardian to accompany their child during the exams and screening procedure.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
3. Staff will encourage the parent/guardian to participate in all related health activities.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
4. Staff will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive through out the school year 	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule

PERFORMANCE STANDARD: 1304.20 (e) (4)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will assist the parent/guardian in accordance with 45CFR 1304.40 (f) (2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage the parent/guardian to be active partners in their child's health care process.

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OBJECTIVE: To ensure that all Head Start families will participate in a system of ongoing family health care and encourage the parent/guardian to be active in their child's health care process.


Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. Staff will review health records on a regular basis to ensure medical and dental concerns be completed and address in a timely manner.</p> <p>2. Staff will encourage the parent/guardian to become active partners thru the following:</p> <ul style="list-style-type: none"> • Promote preventive health care via newsletter, conferences and workshops. • Introduce the parent/guardian to community health resources and assist them in becoming clients. • Encourage the parent/guardian by empowering them to take their child for medical and dental appointments. • Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. • Encourage the parent/guardian to participate on the Health Services Advisory Committee. 	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p> <p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p> <p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Monthly As needed Parent Orientation</p> <p>Monthly As needed Parent Orientation</p>	<p>Family Contact Notes Referral Follow up Parent Conference</p> <p>Family Contact Notes Referral Follow up Parent Conference</p>

PERFORMANCE STANDARD: 1304.20 (e) (5)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will maintain written documentation in the event that the parent/guardian refuses to give authorization for health services.

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OBJECTIVE: To encourage the parent/guardian to allow health services for their child. However, if the parent/guardian refuses the services, documentation will be obtained and the consequences of such action will be explained.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. The staff will explain to the parent/guardian the importance of the health services and the consequences of denial.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
2. Staff will act as a "liaison" between the parent/guardian and health provider by assisting with communication of health concerns to the provider and Health Services Advisory Committee if needed.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
3. Staff will acquire documentation when the parent/guardian refuses authorization for services.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Medical Services Refusal of Dental Services Family Contact Notes
4. Staff will explain the consequences of refusal. 	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Refusal of Dental Services Family Contact Notes

PERFORMANCE STANDARD: 1304.22 (a)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will establish and implement policies and procedures to respond to medical and dental health emergencies with which staff is familiar and trained.

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OBJECTIVE: To be knowledgeable and aware of health measures, emergency measures and safety practices through training provided by the health staff.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency
2. The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency



PERFORMANCE STANDARD: 1304.22 (a) (1)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will post policies and plans of action. Emergencies will require rapid response on part of the staff (e.g., a child choking).

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EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009**

OBJECTIVE: To provide staff with polices and plans of action for emergency care.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
2. The Health Services Advisory Committee will help establish emergency policy and procedures by revising all health emergency procedures annually.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager	Center Managers Executive Team Education Area Director Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures



PERFORMANCE STANDARD: 1304.22 (a) (2)

GOAL: The *HIDA*

LGO COUNTY EARLY HEAD START / HEAD START PROGRAM will post locations and telephone numbers of emergency response systems, update family contact information and authorization for each child must be readily available.

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009**

OBJECTIVE: To make readily available emergency response systems, emergency telephone numbers and authorization for emergency care for each child.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will post all emergency response systems as part of the health bulletin board.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
2. The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
3. Staff will have for each child emergency contacts, which are to include the parent/guardian's physical address, home and/or work telephone number, physician name and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact




PERFORMANCE STANDARD: 1304.22 (a) (4)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will notify the parent/guardian in the event of an emergency involving their child.

OBJECTIVE: To notify the parent/guardian of all emergencies involving their child.

**HIDALGO COUNTY EARLY HEAD START/ HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes and an incident report will be sent to administration.</p> 	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Manager</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Ongoing As needed</p>	<p>Notice of Injury/ Illness Family Contact Notes Accident/Incident Report</p>

PERFORMANCE STANDARD: 1304.22 (a) (5)

GOAL: The *HIDALGO COUNTY EARLY HEAD START/ HEAD START PROGRAM* will establish a method for handling cases of suspected or known child abuse and neglect that are in compliance with applicable federal, state and/or tribal laws.

OBJECTIVE: To handle all cases of suspected or known child abuse and neglect in compliance with applicable federal, state and/or tribal laws.

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
3. All information will be kept strictly confidential and under lock and key.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect. 	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form

PERFORMANCE STANDARD: 1304.22 (b) (1)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness that cannot be readily accommodated from program participation in the center base activities or group experiences, but only for that generally short-term period when keeping the child in care poses a significant risk to the health and/or safety of the child or anyone in contact with the child.

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EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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OBJECTIVE: To uphold the minimum standards required that temporarily exclude a child with a short-term injury, an acute and/or short-term contagious illness.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>
<p>2. If the child has a short term injury that prohibits him/her from participating in the center based activities or group experiences the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate, the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>
<p>3. The staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.</p> 	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed</p>	<p>Exclusion Guidelines for a Sick Child</p>

PERFORMANCE STANDARD: 1304.22 (b) (2)

GOAL : The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his/her health care needs or medication requirements.

OBJECTIVE: To not deny program admission to any child unless the health or safety risk cannot be eliminated or reduced to an acceptable level.

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will request a staffing or ARD with key personnel and the parent/guardian to determine the child's health status.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
2. The staff will make reasonable accommodation for each child's required special needs by providing staff training, monitoring supplies and equipment to perform necessary health procedures.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
3. The parent/guardian and health providers will provide clear and detailed instructions on how best to care for the child.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children
4. Protect the privacy of the affected child and family.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	As needed At enrollment Ongoing	Family Contact Notes Notice of Illness/Injury Exclusion Guidelines for Sick Children



PERFORMANCE STANDARD: 1304.22 (b) (3)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will request the parent/guardian to inform Head Start of any health or safety needs of the child that the program may be required to address.

OBJECTIVE: To obtain any and all pertinent health information from the parent/guardian to address all of the health and safety needs of the child.

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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>1. At the time of enrollment the staff will ask for all information regarding the child's health status. If special needs are requested, the staff will ask the parent/guardian for all information in writing. This information will be obtained from a health professional.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed At enrollment Ongoing</p>	<p>Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam</p>
<p>2. Staff will ensure that all information obtained is kept confidential accordingly.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed At enrollment Ongoing</p>	<p>Diagnostic Referral and Reporting Form Parental Agreement for Enrollment Statement Confidentiality Policy Physical Exam</p>




PERFORMANCE STANDARD: 1304.22 (c) (1)-(6)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will establish and maintain written procedures regarding the administration, handling and storage of medication for every child.

OBJECTIVE: To know the storage, handling and administration for all medication.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
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**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
 EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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<p>1. Staff will administer, handle and store all medication in accordance with the programs policy and procedures.</p> 	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>As needed</p>	<p>Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks</p>
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PERFORMANCE STANDARD: 1304.22 (d) (1) & (2)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure staff and volunteers can demonstrate safety practices and foster safety awareness between the child and the parent/guardian by incorporating it into child and parent/guardian activities.

OBJECTIVE: To have general knowledge in all safety practices.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
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<p>1. Staff, parent/guardian and volunteers will have ongoing training on safety practice for both home and program settings. This training will be provided by community agencies.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May</p>	<p>Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety</p>
<p>2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May</p>	<p>Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety</p>



PERFORMANCE STANDARD: 1304.22 (e) (1) & (2)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure staff must wash their hands with soap and running water at the following times: after diapering or toilet use; before food preparation and handling, consumption or any other food related activity; whenever hands are contaminated with blood or bodily fluids and after handling pets or other animals.

OBJECTIVE: To practice safety and good hygiene methods on a daily basis. The parent/guardian and volunteers will practice these methods as well.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
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**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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<p>1. Staff and volunteers will read sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May</p>	<p>Sanitation and Control Policy</p>
<p>2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May</p>	<p>Sanitation and Control Policy</p>
<p>3. Staff will have ongoing training on Universal Precautions.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May</p>	<p>Sanitation and Control Policy</p>



PERFORMANCE STANDARD: 1304.22 (e) (3) (4)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that all staff will wear non-porous gloves when they are in contact with spills of blood or other visible bodily fluids. Spills of bodily fluids will be cleaned and disinfected immediately in keeping with professionally established guidelines (Standards of the Occupational Safety Health Administration). Any tools used to clean such spills will also be cleaned and disinfected immediately. Other blood contaminated materials will be disposed of in a plastic bag with a secure tie.

OBJECTIVE: To practice universal precautions on a daily basis.

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Gloves are made available to all staff and will be worn when in contact with spills of blood or other visible bodily fluids.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
2. Spills or bodily fluids will be cleaned with the disinfecting solutions as recommended by the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Executive Team Education Area Director Nurse Health Services Director	August thru May	Sanitation and Infection Control Policy



PERFORMANCE STANDARD: 1304.22 (e) (5)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will establish procedures for diapering that adequately protect the health and safety of children served by the program staff.

OBJECTIVE: To ensure that proper diapering procedures are implemented.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will do the following when diapering:	Case Manager to	Center Managers	As needed	Diapering Policy

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<ul style="list-style-type: none"> • Ensure child’s safety at all times. • Change diaper on an elevated, non porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child’s diaper. • Change diapers at regular intervals or as needed. • Always use Universal Precautions. 	<p>include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Executive Team Education Area Director Nurse Health Services Director</p>		
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PERFORMANCE STANDARD: 1304.22 (f) (1) (2)

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will have readily available, well-supplied first-aid kits appropriate for the ages served and the program size. The kits will be maintained at each facility and available on outings away from the center. Kits will be restocked and inventoried on a regular basis.

OBJECTIVE: To have appropriate first-aid kits available at every classroom and every outing away from the center.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
1. Staff will make sure that a well stocked first-aid kit is available at all times.	Case Manager to include: Support Services	Center Managers Executive Team Education Area Director	August thru May	First-Aid Monitor Check

<p>1. Staff will supervise children brushing their teeth as follows:</p> <ul style="list-style-type: none"> • A.M.- the children brush their teeth after snack with water only. • P.M.- the children brush their teeth with fluoride toothpaste. 	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May (Daily)</p>	<p>Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment</p>
<p>2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May (Daily)</p>	<p>Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment</p>
<p>3. Parents and staff are educated about proper ways to prevent baby-bottle decay and other early childhood cavities.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May (Daily)</p>	<p>Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment</p>
<p>4. Infant teeth are cleaned beginning with the eruption of the first tooth accordingly.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>August thru May (Daily)</p>	<p>Daily Class Schedule Health Procedure Manual Consent for Fluoride Treatment</p>



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PERFORMANCE STANDARD C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that the program is effectively implementing Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the

area of Health.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>I. Child Health Summary – The parent/guardian will assist staff by providing up-to-date health information. For example: medical provider information, physical/dental exams, vision/hearing screening, immunizations, tuberculin and lead testing. The information will allow us to update the child’s health status according to State/Federal guidelines.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Prior to first day of school 45 days 90 days Ongoing</p>	<p>Medical Provider Information Physical Exam Dental Exam Vision/Hearing Screening Immunization Card Promis Tracking System</p>
<p>II. Accident/Incident Report – In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will be written in the family contact notes and an accident report will be sent to administration.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Notice of Injury/Illness Family Contact Notes Accident/Incident Report</p>
<p>III. Suspected Child Abuse Report – Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately. Also, staff will complete the Suspected Abuse and Neglect form and including a summary of the incident that occurred. All information is kept strictly confidential and secured under lock and key. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Suspected Child Abuse and Neglect Form</p>
<p>IV. Medication Administration Agreement – Staff will give the parent /guardian a health community resource book on assistance for medical services and dental, if needed. The Registered Nurse will also educate teachers and the parent/guardian on the proper administration of medication. This information will be tracked by nurses and follow-ups will be done accordingly.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Executive Team Education Area Director Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Medication Administration Checklist Medication Authorization Form & Log Promis Tracking System</p>