



## **Health Requirements**

### **(Well Child Exams, Dental Exams, Immunizations, & Health Screenings)**

#### **POLICY/APPROACH:**

SOCFC is committed to ensuring that each child is up-to-date on all preventive medical and dental procedures as required by the Head Start Performance Standards. Early Head Start children birth-to-three will receive age appropriate well-baby or well-child exams and dental exams. Head Start children will receive a well-child exam and dental exam on an annual basis. All children will be referred for follow up as needed. All children will have the opportunity for health and developmental screenings provided by SOCFC.

To this end, staff will work closely with families in a number of ways:

- Providing education about children’s health, the importance of preventive care and the specific Head Start requirements;
- Supporting families to access an ongoing source of medical, dental, and specialty care, particularly through connections to local community partners;
- Assisting families in overcoming barriers for health care and follow-up.

All preventive care, immunizations, and screenings are documented and monitored to ensure that requirements are being met. If any documentation is missing, staff will follow-up with parents/guardians and encourage the family to comply with requirements.

The first priority is to support families to meet requirements in a timely fashion; however, as per Oregon State law and licensing requirements, each child’s attendance shall be subject to the Oregon Immunization Law outlined in the *Immunization Handbook for School and Children’s Facilities*, and recommendations from the local county health department, which may exceed the State Immunization laws.

POLICY COUNCIL APPROVAL 2/18/2014  
BOARD APPROVAL 2/20/2014

**HEAD START PROGRAM PERFORMANCE STANDARD:**  
1302.42 Child health status and care  
1302.41 Collaboration and communication with parents  
1302.46 Family support services for health, nutrition and mental health

**OREGON STATE OFFICE OF CHILD CARE:**  
(Oregon Health Authority)OAR 410-  
130-0245—Oregon EPSDT

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

## **PROCEDURE:**

### **Insurance, Medical and Dental Homes:**

1. All families will have an assessment made of their child's access to medical and dental care upon program entry.
2. If a child does not have health insurance, resources will be given as to how to apply for it. Safety Net Clinic information can also be given.
3. If a child does not have a medical and/or dental provider staff will assist in connecting them to appropriate providers.
4. If a child already has established medical and dental homes staff will get appropriate ROIs (see *Release (and exchange) of Information (ROI) procedure*) in order to get results.
5. Health Services will process ROIs and document results in the database.

### **Immunizations:**

1. Prior to a child starting class, we must have a current Certificate of Immunization Status (CIS) on file for all students in our programs. The CIS needs to be downloaded and current from Alert database, or the parent/guardian needs to have updated and signed a copy of it.
2. The CIS form must have either:
  - a. The month and year of each dose of each vaccine received by their child
  - b. And/or a Medical exemption from the child's doctor or Non-medical exemption Certificate for each vaccine not received by their child.
3. Children will be excluded from starting class until the child receives the necessary immunizations and documentation is in place.
  - a. The parent must provide documentation of their child's immunizations if they were not given in Oregon, or if they were given in Oregon, they can't be retrieved from the Alert IIS website. The parent/guardian can also sign an ROI-S for our Health Services team to contact where they got their immunizations to get the records.
  - b. If the child has not had a varicella vaccine, but has had chicken pox, document the month and year of illness on the CIS form.
  - c. If a parent indicates they do not want their child to have immunizations for non-medical reasons, staff will direct them to the state website or their medical provider to watch the modules and print or send an image (saved, picture or screenshot) of the necessary certificate that allows for non-medical exemptions. Parents will be informed that their child may be excluded from attending class should there be an outbreak of a disease their child is not vaccinated against.
4. Staff will provide assistance in obtaining immunizations, as needed. In some situations staff *may* be able to provide transportation assistance if qualified and approved by

PFCE and their SM.

5. If there are barriers to a child's obtaining immunizations to bring a child up-to-date, staff will contact Health Services as soon as possible. Health Services will determine when a child will be allowed to start class.
6. All immunization dates received will be data entered for tracking and status reports done by Health Services.
7. Each child's immunization Status will be updated with the required vaccines according to the schedules in the Immunization Law Handbook for Schools, Preschools, Head Starts and Certified Childcare Providers.
8. The Initial Immunization Summary Review will be completed by Health Services. Names of children determined to be incomplete and not up-to-date at this time will be submitted to County Health Departments. County Health Departments will review the list and will issue exclusion orders as required in January. Children not up-to-date by the February exclusion date will be excluded until they are brought up-to-date, all paperwork is in place, and they are cleared to return by Health Services.

### **Updating the CIS Form:**

- A. Any immunizations a child receives after the CIS form is initially filled out and attached in our database prior to school beginning will need to be communicated to Head Start/Early Head Start so the CIS form and our database can be updated.
  - a. If a parent reports getting immunizations email the Health Services team so they can update the documentation.
- B. Any time the CIS form gets updated, it must either be re-downloaded from Alert IIS, or be signed and dated by the parent. There must always be a signature or download from Alert IIS date on or after the last immunization date showing on the CIS form.
- C. Health Services will data enter any new immunizations in Shine, and attach the most up to date CIS form for record.

### **Health Requirements Follow-up:**

- A. Center staff will follow up with families regarding children who are not up-to-date on medical, dental, immunizations, concerns, and/or health screening follow-up. Center staff will work to identify barriers that families may have to meeting health requirements, such as transportation, lack of health insurance, etc. and work with families to overcome those barriers.
- B. Health Services will monitor health requirements and provide support to center staff when requested or as needed.
- C. If a parent continues to indicate they are unwilling to complete any of the identified needed services (medical, dental, follow-up on screenings, etc.) for their child, staff should identify what parent education should be provided, if any, and notify health to request a Health Requirements Refusal letter be filled out by the parent, then returned to Health Services.

- D. If a parent indicates they will not sign an ROI due to privacy or any other concern, staff will talk with the parent about the reasons SOCFC is asking and what information is used and why. If parent still refuses to sign ROI, staff will request a Refusal letter from Health Services.