


Performance Standard:	Subpart D Health Services Program	<h2 style="color: red; text-align: center;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	1302.42(c)(2)	
Policy Council Approval Date:	7/14/18	
Governing Board Approval Date:	7/30/18	
Form:	Daily Health Check LAP-BK	
Responsible:	Teaching Staff	

Ongoing Health Care

Policy

In order to identify any new or recurring developmental, medical, oral, or mental health concerns, INCA Staff will maintain ongoing observations and documentation of progress or changes and make referrals when appropriate. Teaching staff will visually assess the child's well-being daily. Parents will be contacted as needed for health or developmental concerns.

Developmental

- Individual children's developmental progress is tracked and evaluated using the LAP-BK assessment tool.
- Children are assessed in August/September, December, and March.

Medical

- Ensuring children's participation in a schedule of well child care.
- Changes in physical appearance (e.g. signs of injury or illness).
 - Changes documented in ChildPlus - Health - Daily Health Check

Oral

- Ensuring children's participation in a schedule of oral health care.
- Teeth brushed daily with a fluoride toothpaste.
- Observe for signs of dental discomfort or pain.

Mental Health

- Classroom mental health observations are conducted twice yearly.
- Teaching staff observe children for changes in emotional or behavioral patterns.
- Individual children needing additional care or assessment are observed or referred as needed.

Documentation

These procedures include observations from parents, staff and consultants.
Observations are documented and recorded in ChildPlus.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program
FEC - Family Engagement Coordinator
LAP-BK - Learning Accomplishment Profile - Diagnostic

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incaaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.