

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: D Health Program Services
Section: 1302.47 Safety Practices
Subject: Daily Health Checklist/Weekly Health Checklist

Policy:

Each day, Head Start/Early Head Start staff will complete a Daily Health Check on each child, upon the child's arrival at the center. The Home Visitor will complete a Weekly Health Checklist on each home based child during each weekly home visit upon the Home Visitor's arrival at the home.

Procedure:

1. Staff will observe overall behavior or mood of the child upon arrival. The Daily Health Checklist will be completed by 9:30 a.m. for center based and upon arrival at the home for each home-based child. If a child arrives late, staff will have one hour from arrival time to complete the child's Daily Health Checklist.
2. Staff will observe each child's overall appearance for signs of paleness, flushed appearance, rashes, and sores, pulling at ears, difficulty breathing, and coughing, sneezing, discharge from eyes, ears, or mouth, and/or any other signs of possible illness.
3. Staff will observe the overall appearance of the visible body, including sores, bruises, burns, abrasions and/or any other physical concerns.
4. Center staff will document information on the Daily Health Checklist form with the date and time of the observation. The Home Visitor will document information on the Weekly Health Checklist form.
5. Staff must follow up on any suspicious injuries and/or conditions with the appropriate authorities.