

Daily Health Check

Procedure

Guidance: Daily health checks will be performed on each child as they arrive to school, in the presence of the child's parent/guardian.

Procedure:

1. Areas to Observe (use senses – look, feel and smell):
 - **Hair:** Is it clean combed? Do you see any lice or nits?
 - **Eyes:** Are there dark circles around the eyes? Are the whites of the eyes reddened? Are the eyes clear and without drainage/crust?
 - **Ears:** Is there any drainage?
 - **Nose & Throat:** Is there nasal discharge that wasn't there the previous day? If the child complains of mouth pain or sore throat, look at the throat and mouth. Is there redness, evidence of infection, such as white spots on tonsils, cheeks or gums? Change in size or color of tonsils or evidence of tooth decay?
 - **Skin:** Is the child unusually pale or flushed? If skin feels hot, take child's temperature. Ask parent/guardian about any rashes, cuts or bruises you notice.
 - **Unusual behavior:** Observe activity level and mood. Ask parent/guardian about any noted changes.
2. Any concerns about the child's condition must be addressed immediately and in the presence of the parent or guardian. If the child appears to be ill, staff will send the child home with his/her parent/guardian.
3. If staff decides that the child will remain at school, they will discuss with parent/guardian how they will manage the child's condition, and at what point they will call the parent/guardian. **The final decision will be made by staff.**

Head Start/Early Head Start Policies and Procedures

4. If the child stays at school, staff will note all changes in the child's condition (i.e. activity level, appetite, food intake, bowel movements), and will inform the parent/guardian upon arrival.
5. See When to Not Bring Your Child to School/Socialization form and Temporary Exclusion Policy and Procedure for additional guidance.
6. In the event a health care provider note confirms a child was diagnosed with a communicable disease, an Exposure Notice must be posted. Please refer to Exposure Notice Policy & Procedure for more information.
7. **All notes regarding the child's health check, condition, and interaction with the family will be documented in the child's file.**