

# Health and Nutrition Responsibilities Guidance

## Purpose

This document helps site teams understand the essential functions and responsibilities of Health and Nutrition.

## Guidance

The four areas of responsibility within the Health and Nutrition service area listed below.

Function	Responsibility
Enrollment	<ul style="list-style-type: none"> <li>• Ensure completion of a <i>Certificate of Immunization Form</i> for each child.</li> <li>• Verify that all immunizations are current and meet the requirements for enrollment.</li> <li>• Determine the type of health coverage the child has. Refer the parent to appropriate agencies if coverage is needed.</li> <li>• Verify that children and families have a primary care provider and dentist. If not, provide referrals and assist family with obtaining forms to apply for coverage.</li> <li>• Review with the parent the <i>Health and Developmental History (1-5 years) Form</i> or <i>Health and Developmental History (0-12 months) Form</i>.</li> <li>• If needed, develop a <i>Child Health Plan</i> with the parent in consultation with your ESD Health Coordinator and the child's health care provider.</li> <li>• If needed, obtain forms for medication.</li> <li>• Have parent complete and sign an <i>Emergency Treatment and Parent/Guardian Consent Form</i>.</li> <li>• Obtain a copy of physical/dental exams that are up-to-date or make a plan for the parent to obtain.</li> <li>• Provide physical and dental exam forms and assist parent in completing appointments within 90 days of enrollment if exams are not up-to-date.</li> </ul>
Health support	<ul style="list-style-type: none"> <li>• Work in partnership with parents</li> <li>• Perform screenings for vision and hearing within 45 days of attendance</li> <li>• Complete height and weight measurements within 45 days (Head Start sends results to ESD; ECEAP records results in ELMS).</li> <li>• Rescreen vision as needed and make referrals when appropriate.</li> <li>• Consult with the Health Coordinator for all hearing rescreens.</li> <li>• Notify Health Coordinator for failed hearing screens.</li> <li>• Obtain instructions from the child's primary care provider for any food allergy or whenever medication is needed at school and consult with your ESD Health and Nutrition Coordinators.</li> <li>• Complete a growth screening twice each year (fall and spring – Part Day; at enrollment and then every 6 months – Full Day).</li> </ul>

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Staff coordination and record keeping	<ul style="list-style-type: none"><li>• Consult with the Health and Nutrition Coordinators for all <i>Child Health Plans</i>.</li><li>• Complete documentation related to health and nutrition goals and issues in the family file.</li><li>• Continue to update and follow all treatment plans and referrals.</li><li>• Follow medication guidelines and record all administrations.</li><li>• Maintain adequate health supplies to meet first aid/disaster needs.</li><li>• Process emergency health care fund requests.</li><li>• Maintain the confidentiality of all information gathered and recorded.</li></ul>

### Related Documents

Certificate of Immunization Form

Child Health Plan

Developmental and Sensory Screening Summary Form

Emergency Treatment and Parent/Guardian Consent Form

Health and Developmental History (0-12 months) Form

Health and Developmental History (1-5 years) Form

Parent Interview, Developmental Skills Checklist and Summary Form