



2.4 Physical Examination Form (3-5 years old) **Instruction Sheet**



PURPOSE STATEMENT

The purpose of the physical examination form is to determine that each child is up to date on a schedule of age appropriate preventive and primary health care.

TIMELINE

- First year enrollees are required to have a physical assessment within 30 days of the child's first day of attendance.
- Second year enrollees' physical assessment is due within 45 days from the annual expiration date of their last physical assessment.
- Please note that health screenings (i.e. Hct/Hgb, Lead, Vision, Hearing, etc.) found on the physical examination form have different timelines. (See SOPs for details on timelines.)

STAFF RESPONSIBLE

Family Service Advocate, Early Head Start Teacher, Home Visitor, Site Supervisor/Assistant Site Supervisor, Family Services Supervisor, Home-Based Supervisor

INSTRUCTIONS

The physical examination form and the County of San Diego Lead Testing and Screening letter is given to the parent at the time of the child's enrollment.

The following information is completed prior to giving the form to the parent:

- Child's Name
- FID#
- Date of Birth
- EHS/HS site where child is enrolled or will be enrolled
- Site phone number and fax number

The physician completes the following four sections. Staff should not write on any portion of the following sections of the physical form.

Signature Section

- Physician's name and signature is required. The clinic name, address, phone number are required (an official clinic stamp or stamped signature is acceptable). "Exam Date" is the date when the examination was performed and is the date that is entered into PROMIS.

Physical Examination

- Any areas that are checked as "Abnormal" require follow-up. Gather additional information from the parent to clarify whether further treatment/recommendations are required.
- Anticipatory Guidance Received: If any of the boxes are checked "No," ensure that the parent receives the Health Handbook, which includes anticipatory guidance on all of these areas. Document on the Health Consent and Acknowledgement form that the parent received the handbook.



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Tuberculin Test/Exposure Risk Assessment

- When the “TB Risk Factors Present” check box is marked, a TB Skin Test (Date and Date Read) or a TB Blood Test must be completed. The “Risk Factors Not Present” box is checked if they determine that the child does not need a test or there are not risk factors present. If the result is positive for Skin Test or Blood Test, a chest x-ray is required.

Immunizations

- The appropriate box should be checked for any immunizations that were received during the physical exam. **Reminder: “No Shots, No School”** is a California State Law. See Immunization SOP for exemptions.

Section 5 – Head Start Staff Only

- The staff writes in the date that the physical exam was received and initials the form.

Mandatory Screenings/Evaluations

- Mandatory screening results should be completed at each physical exam. Mandatory screenings include blood lead level, Anemia Risk Assessment or blood test if risk factors are present, hearing, vision, blood pressure, height, and weight.

Note: hemoglobin (Hgb)/hematocrit (HCT) screening is required ONLY at the age of 12 months old, unless the Anemia Risk Assessment questions trigger a need for a test.

- Upon receipt of the physical examination form, site staff will review all results of the screenings with the parent/guardian. Site staff will follow-up on any screening results that are not within normal limits.
- If any screening results are missing, follow-up is needed. Staff must check with parent/guardian to determine whether screenings were performed. If the screenings were performed, obtain a completed Authorization to Release Information form from parent/guardian to request results from their physician. If screenings were not performed, staff will follow-up with the parent/guardian to ensure that the screenings are performed in a timely manner.
- If hearing, vision, or blood pressure screenings are not performed by the physician, these screenings must be performed on site by staff or another agency. The results are documented in PROMIS—Health—Medical Services. Please follow the Record Keeping SOPs.
- Lead testing can only be performed by a medical professional. If the test was not performed, staff must follow-up with the parent to ensure that they are completed in a timely manner.



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- Hemoglobin/Hematocrit testing or Anemia Risk Assessment must be performed by a medical professional. If the test or Anemia Risk Assessment was not performed, staff must follow-up with the parent to ensure that they are completed in a timely manner. Staff must review the findings with the parent/guardian to ensure that they understand the recommended treatment plan.

Treatment and Medication Needs

- This column is where the physician may check off a child's health condition(s) and/or medication needed while at school.

Restrictions, Abnormal Findings, Diagnosis, and Follow-Up

- This column is where the physician may document any abnormal findings, medical condition diagnosis, and/or follow-up treatment plans in this section.

NOTE: Staff must review the findings with the parent/guardian to ensure that parent/guardian understands the recommended treatment plan. Find out from parent whether follow-up has begun or has been completed. The status or progress of any condition listed should be documented in Section 2 of the Child File.