

MEDICAL EVALUATION

POLICY: The Director, Health Advocate or designee may recommend or require that a child be seen by a health care provider to clear an ill child for readmission to class. When a physician's evaluation is required, the staff member may give the parent an Information Exchange form or specific medical evaluation form from site to have filled out, signed, and returned to the center.

PURPOSE: To assure children's medical needs are addressed and met.
To ensure infection control and prevention is followed and implemented by the center.
To access health information per center's policies in accordance with the Health Insurance Portability and Accountability Act of 1996 [HIPAA \(CDC,2022\)](#).

PROCEDURE:

1. Explain the reason for the referral to the parent.
2. Give a completed form to the parent.
 - a. Fill in the child's personal information.
 - b. Note any pertinent facts (i.e. medicated with Tylenol at 2:00 PM for temp of 102° F per child's medical plan of care).
 - c. Request evaluation and requirements per licensing and center guidelines (i.e. Child has a fever of 102 F and right eye with green discharge. See a medical provider for clearance to return to class).
 - d. Sign and have the parent sign as well.
3. Keep a copy of the referral form with the Child's Daily Health Inspection Checklist until returned.
4. Follow-up:
 - a. Referral form signed by the health care provider and returned with the child.
 - a. Send to the site supervisor or Health Advocate.

- b. Follow care plan of the child.
 - c. If the child does not return within two days, call the parent to find out the status of the child. Ask if there are pertinent information is necessary to be shared to the center such as medical diagnosis.
 - d. Document the response on the copy of the referral form.
5. Determine if an exposure notice must be posted, action taken in the classroom, and/or reporting to the SF Communicable Disease Control at 415-554-2830 and childcare licensing is needed.