

Area:	Health Services
Subject:	HS27 – Identification of Nutritional Needs
Reference:	1304.23 (a)(1-4)
Policy:	SCOE, Partner, and Delegate staff will work with families to identify the nutritional needs of children.

Procedure:

1. At time of application, FSW will meet with family. During this process, the FSW will refer family to nutrition resources if needed (e.g.: local food banks, Food Stamp Program, etc.)
2. Prior to enrollment, Designated Health Staff shall review completed Nutrition Assessment (included in Health History form) in order to identify child's nutritional needs and obtain information regarding food/cultural preferences and/or food allergies/intolerances and refer to Head Start Nurse for follow up.
3. The Head Start Nurse shall review the Health History/Nutrition Assessment and any available medical reports (e.g.: child physical) to determine individual nutritional needs of the child. For family food preferences, the Head Start Nurse shall complete a Food Preferences form with the parent/guardian. If child has been diagnosed with a food allergy, the Head Start Nurse shall give a Special Meals Request form to the parent/guardian to take to the child's health care provider to complete. Both completed forms will be filed in the child health file while one will be posted in a confidential location for staff/Educators to refer to as needed. (Note: while waiting for the child's health care provider to complete the Special Meals Accommodation form, there will be a system in place to ensure that child will not receive any food item that parent/guardian has reported as an allergen.)
4. If the facility food vendor will not provide substitutions for the identified food preference/allergy request, it will be the responsibility of the facility to ensure that there are food substitutions available for each meal and snack. (Note: Any substitutions made have to comply with current CACFP meal pattern guidelines)
5. If the Head Start Nurse determines additional nutrition support/education is needed, a referral to the Registered Dietitian will be offered to parent/guardian utilizing the electronic referral system.
6. If staff or family concerns are identified at any time during the program year (e.g.: new food allergy, unusual changes in weight, etc.), staff will notify the Head Start Nurse for follow up. Status of child's nutritional needs will be discussed at case conference if needed to ensure appropriate staff coordination/communication. Based on items discussed at case conferencing, FSW will meet with the family to update family goals regarding food and nutrition needs if appropriate.
7. For infants and toddlers, the information gathered will include current feeding schedules and amounts and types of food provided (including whether breast milk or formula and baby food is used); meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information is shared with parents/guardians and updated

based on child's development. This documentation shall be maintained on the Infant Needs and Services Plan.

8. Information about major community nutrition issues will be identified and discussed through the Community Assessment, Public Health, WIC, or by the Health Disabilities Advisory Committee and program goals will be created as a result of changing information, trends, and/or concerns.

Supervised by: Health Services Director, Facility Supervisors

Performed by: FSWs, Designated Health Staff, Educators, Registered Dietician, Food Vendors

Forms needed: Health History/Nutrition Assessment, Newborn Health Visit, Growth Charts, Health Records, Physical Exam Reports, Family Contact Log, Meeting Agendas, Sign in Sheets, Infant Needs and Services Plan, Nutrition Concern Referral Form, Health Disabilities Advisory Committee Minutes, Special Meals Accommodation form, Food Preference Request form, Menus

Frequency: At annual enrollment/ongoing