

# MCH 213G School Health Entrance Form Instructions

## **Part I-Health Information Form - This section is to be completed by a parent/guardian.**

Part I is to be completed by the parent or guardian and reviewed for accuracy by the medical provider conducting the comprehensive physical examination.

1. Signature of the legal guardian or parent – check the appropriate box to indicate written authorization for the child’s health care providers to discuss the child’s health concerns and/or exchange information pertaining to this form.
2. Signature of the Interpreter-needed only if the form was completed with the assistance of an interpreter.

## **Part II-Certification of Immunization - This section is to be completed by a medical provider.**

Instructions for completing *Part II, Sections I and/or II*, are located under each section respectively. Race and ethnicity are optional questions to answer.

- For current immunization requirements, consult the Division of Immunization website at: <https://www.vdh.virginia.gov/immunization/requirements/>
- Even though the HPV vaccine is required, after reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent’s or guardian’s sole discretion, may elect for the child not to receive the HPV vaccine. If a parent opts out of HPV vaccination for their child, then the child would still be "adequately immunized" based on Virginia’s regulations and no documentation is needed if a student does not have this immunization.
- As per 12VAC5-110-70, documentary proof is required of all students being adequately immunized to attend school. A school Registered Nurse (RN) meets the definition of a medical provider and may sign the "Certification of Immunization" for students enrolled in their school.

## **Part III-Comprehensive Physical Examination Report - This section is to be completed by a medical provider.**

Complete the child’s name, date of birth, and check the appropriate box indicating child’s sex.

The Code of Virginia requires documentation of a comprehensive physical examination upon entry to public kindergarten or elementary school. The physical examination must be completed by a qualified licensed physician, nurse practitioner, or physician assistant, and must be completed within 12 months prior to the date such child first enters public kindergarten or elementary school. The physical examination is required to protect the public from communicable disease, and to identify physical, social- emotional, or developmental needs the child has so that the school can:

- Prepare to assist with meeting their needs.
- Initiate necessary interventions to maximize the child’s school readiness.
- Public school divisions may require additional components.

The school entrance health form is also widely used by providers of child care, Head Start, Virginia Preschool Initiative (VPI), and the Infant and Toddler Connection (Part C Early Intervention) services.

The content of the comprehensive physical examination is based on *Bright Futures Guidelines for Health Supervision of Infants, Children, and Adolescents, Fourth Edition (revised 2017)*. Wherever possible, documentation meets expectations for Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements.

## ***Health Assessment***

Complete the Health Assessment section as appropriate. Check the boxes for “age/gender appropriate history completed” and “anticipatory guidance provided” to indicate that you have completed these tasks.

## ***TB Screening***

- All children should be screened for risk factors for tuberculosis (TB) prior to school entry. Some school systems have specific requirements for screening certain populations, and providers should be knowledgeable of the requirements for their localities.
- All children should be screened for symptoms of active TB disease. Older children can present with classic TB symptoms to include productive cough, fever, night sweats, weight loss, poor appetite, and fatigue. Younger children may present with non-specific symptoms such as failure to gain weight, poor appetite, and fatigue instead of the classic TB symptoms. All children with symptoms should receive further evaluation with a chest x-ray, and/or other examinations as appropriate to rule out active disease.
- Children should then be screened for potential risks for acquiring TB infection. Those with a risk factor should receive a test for TB infection, either a tuberculin skin test or an interferon gamma release assay (IGRA). Children testing positive for TB infection should have a chest x-ray and any additional follow-up needed, based on the results of the x-ray and clinical evaluation. Risks for acquiring TB infection include close contact with a household member or other individual with active TB disease, birth or residence in a TB endemic country, and travel to or visitors from TB endemic countries. Please refer to the [High-Burden-TB-Countries List](#) and [Resistant TB High Burden](#). Persons from these countries should be screened for TB and TB infection. Persons from countries not found on this list should only be tested if symptomatic or if they have risk factors.
- A sample TB risk assessment form and instructions is available at: [TB Risk Assessment Form \(over age 6\) \(under age 6\)](#) and [TB Risk Assessment Form Instructions](#)
- If a child has no risk factor for acquiring TB infection, and no symptoms compatible with active TB disease, check the appropriate box, “no risk for TB infection identified” or “no symptoms compatible with active TB disease”. All others will require further evaluation prior to school entry.
- Information on diagnosing active TB disease and TB infection in children and adolescents is located in the American Academy of Pediatrics *Redbook: 2021-24 Report of the Committee on Infectious Diseases*.
- For additional questions regarding Tuberculosis screening, contact the Virginia Department of Health TB Control and Prevention Program by telephone at 804.864.7906.

Note: *Some localities may require TB tests on all children for school or other program entry.*

## ***Physical Examination***

Check the appropriate box for each body system examined using the following guide:

1= Within normal limits

2= Abnormal finding

3= Referred for evaluation or treatment (Indicates that the provider has made a direct referral to another provider, or advised the parent/guardian to follow up with another provider)

## ***Early Periodic Screening, Diagnosis, & Treatment (EPSDT) Screens Required for Head Start***

EPSDT screening and diagnostic tests are required for students entering Head Start programs. For other children, lead or anemia screen test results may be noted in this section as information for the personnel reviewing the form.

- An EPSDT screening includes:
  - Blood lead (test at age 12 months and 24 months; or, 36 months if not previously done). Risk assessment to be performed with appropriate action to follow, if positive.  
<https://www.medicaid.gov/medicaid/benefits/early-and-periodic-screening-diagnostic-and-treatment/lead-screening/index.html>
  - The risk assessment or screening for anemia should be performed as appropriate. All children should be tested for anemia (hemoglobin/hematocrit) at age 12 months.  
[https://downloads.aap.org/AAP/PDF/periodicity\\_schedule.pdf](https://downloads.aap.org/AAP/PDF/periodicity_schedule.pdf)
  - Document the specific results and the date of each in the spaces provided.

## ***Developmental Screen***

Screening for age-appropriate development is a critical component of well child care and is integral to identifying children who may need assistance in the school or other structured environment. The established standard of well child care recognizes the use of a standardized tool for assessing development. Examples of tools that have been validated and found to be efficient for use in provider offices include Parent’s Evaluation of Developmental Skills (PEDS) and Ages and Stages Questionnaires (ASQ). *Bright Futures* milestones are also used in such screening.

Assessment Method: Indicate the tool or method used to evaluate the child. Note the results:

- Check in the column if findings are within the normal range.
- Specify any/all concerns identified in the appropriate row/column.
- Check if you referred the child for further evaluation (either made a direct referral to another provider, or advised the parent to follow up)

## ***Hearing Screen***

Check the box for the screening method used and indicate the results for each method.

Pure tone audiometer should be screened at 20 dB HL in each ear.

Check the boxes as applicable:

- Referred to audiologist/ENT (if child does not pass at the 20 dB level)
- Permanent hearing loss previously identified: \_\_\_Left \_\_\_Right
  
- Hearing aid or other assistive device (such as cochlear implant)
- If you are unable to complete a hearing screen, check the box “unable to test – needs rescreen” and this will alert school personnel to conduct a hearing screen.

## ***Vision Screen***

Check the box indicated if the test was performed with the child wearing corrective lenses.

Indicate the results of a stereopsis screen, if conducted (up to age 9); check the appropriate box if not.

Indicate the results of the distance acuity screen and note the test used; examples include Snellen letters, Snellen numbers, tumbling E chart, Picture tests, Allen figures. Distance testing at 10 feet is recommended.

Check the boxes as applicable:

- Pass
- Referred to eye doctor (results greater than 20/40 with either eye if child is 3 – 5 years old, or 20/30 if 6 years or older, or if there is a two-line difference between the eyes even in the passing range)
- If you are unable to complete a vision screen, check the box “unable to test – needs rescreen” and this will alert school personnel to conduct a vision screen.

### ***Dental Screen***

Dental caries (tooth decay) is the most common chronic disease in children. At the time of school entry, all children should be receiving routine preventive care in a dental office (dental home). “The American Academy of Pediatric Dentistry (AAPD) supports the concept of a dental home for all infants, children, adolescents, and persons with special health care needs. The dental home is inclusive of all aspects of oral health that result from the interaction of the patient, parents, dentists, dental professionals, and non-dental professionals. Children who have a dental home are more likely to receive appropriate preventive and routine oral health care. Referral by the primary care physician or health provider has been recommended, based on risk assessment, as early as six months of age, six months after the first tooth erupts, and no later than 12 months of age. The AAPD encourages parents and other health care providers to help every child establish a dental home by 12 months of age” (American Academy of Pediatric Dentistry, 2012). Perform a visual examination of the teeth and mouth, lifting the lip to observe the condition of the gums. Based on your exam findings, check the appropriate box:

- Problem Identified: Referred for treatment (there are signs of caries, periodontal disease, soft tissue pathology, or a significant abnormal orthodontic condition requiring additional evaluation or corrective intervention in a dental office), [www.vdh.virginia.gov/ofhs/childandfamily/dental/](http://www.vdh.virginia.gov/ofhs/childandfamily/dental/)
- No Problem: Referred for prevention (there is no evidence of pathology, and the mouth appears normal, but the child is not currently receiving routine preventive dental care) to include dental sealants and fluoride varnish applications
- No Referral: Already receiving care in a dental home (the mouth appears normal, and the child receives regular dental care, including preventive dental services; sealants and fluoride varnish applications, as reported by the parent). **Note:** the child may have had a single or recent dental visit for an acute problem such as a broken tooth. This alone does not constitute a dental home.

**Use the *Recommendations to (Pre) School, Child Care, or Early Intervention Personnel* section to summarize any diagnoses, abnormal findings, or concerns from the physical examination that are of significance.**

### ***Recommendations to (Pre) School, Child Care, or Early Intervention Personnel***

This box communicates specific information about the child to the school or other program he/she will be entering. It is your opportunity to inform the school/program about this child’s health status, special needs or considerations, and communicate any concerns that may help the school/program prepare for the child. ***This box must be completed in order for the form to be accepted by (pre)school personnel.***

## Summary of Findings:

- Check the box for **Well Child** – if no conditions are identified of concern to school program activities” if the findings from your examination and screening are all within normal range, or not significant to the child’s school entry, e.g., an acute upper respiratory infection.
- Check the box for **Conditions identified** – if conditions are identified and are important to schooling or physical activity” if there were any diagnoses or substantive abnormal findings on your examination or screening that should be flagged for school personnel, e.g., asthma, eczema, heart murmur. Use the space provided to summarize such findings from your exam or screenings.
  
- Allergy:** Check the type of allergy, specify the allergen, the type of reaction, and the response required.
- Individualized Health Care Plan (IHP) Needed:** Note if an individualized care plan (IHP) is needed for any identified health condition such as asthma, diabetes, seizure disorder, severe allergy, etc. The parent will need to collaborate with the child’s health care provider and provide required physician orders for school personnel. The care plan will be initiated by the school nurse and does not need to accompany this form at the time of enrollment.
- Restricted Activity:** Indicate any restrictions to physical activity, required assistive devices, or any limitations the child has which needs to be communicated to school personnel.
- Developmental Evaluation:** Note if the child already has a current individualized education plan (IEP) or specify any further evaluation needs.
- Medication:** Note if the child routinely takes medication, and further document if medication must be administered while student is at school. If this is the case, parents will need to provide the school with physician orders, parental authorization, and medication/supplies to administer medication. The parent should check with the school for the appropriate form and documentation needed. Parental authorization does not need to accompany this form at the time of enrollment.
- Special Diet:** Document special dietary needs that have medical implications, e.g., metabolic restrictions, tube feedings. The parent will need to communicate any special dietary requests to school nutrition services and/or the school nurse. Parents will need to provide physician orders, parental authorization, and supplies to school personnel.
- Special Needs:** Summarize any special health care needs (not otherwise addressed here) of which school personnel should be aware, i.e., oxygen, treatments, etc.
- Other Comments:** Document any other findings or recommendations that will help school or other program personnel prepare for the child or assist the child’s family.

### ***Health Care Professional’s Certification:***

Provide the requested information about the provider who completed the exam and practice location contact information. ***The signature line must be completed.*** An electronic signature as well as a signature stamp is acceptable.

## References-

American Academy of Pediatrics., Kimberlin, DW, Barnett, ED, Lynfield R, Sawyer MH, eds. Kimberlin, DW, Barnett, ED, Lynfield R, Sawyer MH, eds. *Red Book: 2021-2024 Report of the Committee on Infectious Diseases, 32<sup>nd</sup> Edition*. Elk Grove Village, IL: American Academy of Pediatrics. American Academy of Pediatric Dentistry [AAPD]. (2012). *Policy on the dental home*. Retrieved March 28, 2014, from [http://www.aapd.org/media/Policies\\_Guidelines/P\\_DentalHome.pdf](http://www.aapd.org/media/Policies_Guidelines/P_DentalHome.pdf)  
Hagan JF, Shaw JS, Duncan PM, eds. 2017. *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*, Fourth Edition. Elk Grove Village, IL: American Academy of Pediatrics.

## Reference website resources-

American Academy of Pediatrics/Bright Futures  
[Recommendations For Preventative Pediatric Healthcare](#)

Lead Screening Medicaid (EPSDT)  
[Medicaid.gov - Keeping America Healthy](#)

Virginia Child Day Center Regulations  
[Early Childhood Care & Education](#)

Virginia Department of Education  
[School Health Guidance, Resources, & Required Training](#)

Virginia Head Start Association  
[Virginia Head Start Association - Building Community \(headstartva.org\)](#)

Virginia Department of Health  
[School Health- School-Age Health and Forms](#)

Virginia Department of Health  
[School Requirements - Immunization Schedule](#)