



# Identifying The Health Status Of New Entrants Procedure

Procedure Number  
WCDHB-PCN-0002

Version Nos:  
4

## 1. Purpose

This Procedure outlines the process for the identification of the health-related needs of school new entrants by West Coast District Health Board (WCDHB) Community Nursing staff (CN), and to become aware of children with special needs.

## 2. Application

This Procedure is to be followed by all CN staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

*CN's* are required to:

- provide cares and treatments as per the requirements of this Procedure
- document all observations and cares and treatments given.

## 5. Resources Required

This Procedure requires:

- i) Forms
- ii) Portable Scales
- iii) Tape Measure
- iv) Otoscope
- v) Visual Testing Aids
- vi) Microshield Gel
- vii) Alcohol Wipes

## 6. Process

- 1.00 On regular visits to the school obtain names of new entrants.
- 1.01 Contact parents/caregivers of these children to make arrangements for an appointment.
- 1.02 Set date/time with school. Provide teaching staff with a copy of appointment times and names of children.
- 1.03 Send home to parents/caregivers letter confirming appointment and consent form.
- 1.04 On designated date, prepare venue, gather all necessary equipment, forms and information.
- 1.05 Meet with parent/caregiver and child and:
  - i) welcome and explain purpose of assessment
  - ii) ensure consent has been obtained
  - iii) gather relevant information e.g. immunization status, health history, any special needs or concerns



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- iv) carry out assessment of child's weight and height and record details
- v) check child's eyes for squint and vision if not already completed by Vision Hearing Tester
- vi) check child's ears with Otoscope
- vii) discuss any concerns or recommendations with parent/caregiver and if required make follow up arrangements/referral if required.

1.06 Document results and findings.

### 7. Precautions And Considerations

- ➔ ensure consent has been obtained
- ➔ document all results and findings
- ➔ ensure privacy and confidentiality of child and parent/caregiver.

### 8. References

Tamariki Ora Schedule  
DHB Contract and Service Specifications

### 9. Related Documents

WCDHB Informed Consent Procedure  
WCDHB Clinical Documentation Procedure

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Community Nurses
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