Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

15 April 2008 [shall come into force from 19 April 2008];

13 October 2009 [shall come into force from 21 October 2009];

20 September 2011 [shall come into force from 24 September 2011];

27 March 2012 [shall come into force from 1 April 2012];

8 January 2013 [shall come into force from 1 February 2013];

10 December 2013 [shall come into force from 1 January 2014];

25 November 2014 [shall come into force from 1 January 2015];

29 September 2015 [shall come into force from 3 October 2015];

16 February 2016 [shall come into force from 1 March 2016].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 265

Adopted 4 April 2006

**Procedures for Keeping Medical Documents**

*[20 September 2011]*

*Issued pursuant to*

*Section 59 of the Medical Treatment Law*

**I. General Provisions**

1. This Regulation prescribes the procedures for keeping medical documents in medical treatment institutions (hereinafter — the document keeping procedures).

*[20 September 2011]*

2. The document keeping procedures shall be binding on all medical treatment institutions of the Republic of Latvia.

3. The document keeping procedures shall be a part of the mandatory requirements defined for a medical treatment institution.

*[13 October 2009]*

4. The implementation of this Regulation shall be controlled by the Health Inspectorate.

*[15 April 2008]*

**II. Entries in Medical and Register Documentation**

5. Medical documents regarding receipt of a primary health care, secondary health care and emergency medical assistance (hereinafter — the medical entries) shall form a unified information unit. The medical entries shall be compiled and stored by a general practitioner (a primary health care internist, a primary health care pediatrist). The medical entries shall be electronically accumulated in a unified electronic information system of the health sector in accordance with the laws and regulations regarding the unified electronic information system of the health sector.

*[10 December 2013 / New wording of this Paragraph shall come into force on 1 April 2014.]*

6. If a patient changes the general practitioner (the primary health care internist, the primary health care pediatrist), the general practitioner shall transfer the complete medical entries regarding the relevant patient to the general practitioner selected by the patient.

7. The medical entries made regarding a patient in an out-patient medical treatment institution shall form an out-patient medical card of the patient. The medical entries regarding a patient made in an inpatient medical treatment institution shall form the medical history of the patient.

8. The doctor providing medical treatment shall append to the medical entries of a patient information regarding a health care service provided to a patient which is received in other medical treatment institution or which is provided by other medical treatment persons.

9. The medical entries of patients discharged from an inpatient medical treatment institution shall be completed and transferred for storage to a filing cabinet of the inpatient medical treatment institution not later than 14 days after the discharge from the inpatient medical treatment institution. A responsible medical practitioner assigned by the head of the inpatient medical treatment institution shall be responsible for the transfer of the medical entries for storage to the filing cabinet of the inpatient medical treatment institution.

9.1 The medical entries regarding health care at home shall be completed and transferred for storage to a filing cabinet of the inpatient medical treatment institution within seven days after completion of the home care episode.

*[20 September 2011]*

**III. Content and Protection of the Medical Entries**

10. The medical entries shall contain information which ensures recognition of a patient, certifies diagnosis, substantiates examinations and medical treatment methods, and also precisely demonstrates medical treatment results.

*[15 April 2008]*

11. The medical entries, which are to be competed in an inpatient medical treatment institution, shall also be completed by outpatient medical treatment institutions, if surgical operations or manipulations have been carried out in the outpatient operation ward of the day hospital of the relevant institution.

12. An evolution of the disease shall be entered in the medical entries within 24 hours after the patient's reception in an inpatient medical treatment institution.

13. If additional information regarding any activity related to medical treatment, manipulation and pre-operational time of a patient is obtained or submitted, it shall be added to the medical entries without delay.

14. An opinion on completion of hospitalisation may be replaced by a final entry, which contains information regarding medical treatment results and recommendations, if:

14.1. the patient must be hospitalised for a period of less than 48 hours;

14.2. a healthy child is born in labour and labour has occurred without complications.

14.1 Epicrisis regarding health care at home shall be completed in two copies, if the health care at home or episode thereof is finished. One copy shall be transferred to the general practitioner of the patient, the other copy shall be appended to the patient's medical card.

*[20 September 2011]*

15. If the death of a patient has occurred, an opinion on the death and a final entry, in which the reason due to which the patient has been received in a hospital (if a patient has died in the hospital), the results of examinations and medical treatment course, and also reasons of the death shall be provided, shall be added to the medical entries.

16. If an autopsy is carried out after the death of a patient, a pathological anatomical diagnosis shall be appended to the medical entries within three days, but a complete statement shall be appended to the medical entries within 30 days after the autopsy.

17. A summary is one of the parts of the medical entries of the outpatient medical treatment institution. The summary shall contain the following information:

17.1. the final diagnosis;

17.2. information regarding diseases (also infectious diseases) and injuries (according to a patient's words) suffered previously;

17.3. known significant surgical and invasive procedures;

17.4. known adverse and allergic reactions;

17.5. information regarding medicinal products to be used on regular basis.

18. The summary shall be located in an outpatient medical card of a patient at the same place. It shall be completed in the case of the first time illness and in the case of acute condition of a chronic illness, or when a patient visits a medical practitioner for the first time. Hereinafter, medical practitioners shall supplement the summary after the patient's visit. If significant information regarding the patient is also located in another medical entry, the summary shall contain an indication where the relevant information is located. Diagnosis or assessment of the condition must not be indicated repeatedly during one and the same medical treatment.

19. A patient can become familiar with information, which is included in the medical entries regarding him or her and stored in a medical treatment institution, by visiting the doctor providing medical treatment in a medical treatment institution. The duty of the doctor providing medical treatment is to provide information regarding the diagnosis of the patient, examination and treatment plan, regarding other treatment methods and prognosis of the disease included in the medical entries in an understandable way and also to explain the meaning of the content of the entries made in the medical documents.

20. [20 September 2011]

21. If the doctor providing medical treatment or the head of the medical treatment institution has determined, that a part of the medical entries contains information which is to be specially protected, it shall be kept separately on technical information carriers. In such case the place of location of the relevant part of information shall be indicated in the medical entry.

22. The head of the medical treatment institution shall ensure protection of the medical entries and information included therein against deletion, amending of facts and unauthorised use, and shall assign a medical practitioner responsible for the protection of the medical entries and information included therein (hereinafter — the responsible person).

23. Medical practitioners of the medical treatment institution involved in the medical treatment process of a patient shall, during working hours, ensure that persons, which are not involved in the medical treatment process, cannot access the medical entries of the patient and information included therein.

24. Out of the working hours of a medical treatment institution the medical entries of the patient and information included therein shall be stored in a separately locked room or locked cabinets, which do not provide access to persons not involved in treatment process. The keys of the room or cabinets shall be kept by the responsible person.

**IV. Quality of the Medical Entries**

25. The medical entries shall be true, complete, clearly legible and without corrections.

26. Entries in medical documents may be made only by medical practitioners. Reports regarding examinations carried out for a patient, which are drawn up electronically, shall be signed by the doctor providing medical treatment and they shall be appended to the medical entries. If a medical document is drawn up electronically in conformity with the laws and regulations regarding drawing up electronic documents, the document details “signature”, “date” and “stamp” shall not be completed. Only completed sections of the medical documents drawn up electronically may be printed out on a paper.

*[15 April 2008; 25 November 2014]*

27. In order to certify performance of instructions by the doctor providing medical treatment in the health care of a patient, a medical practitioner shall indicate obvious facts in the medical entries. Entries provided in medical documents by a medical practitioners other than doctors shall be determined in the internal rules of procedures of a medical treatment institution. Symbols and abbreviation may be used only in those cases which are provided for in the internal rules of procedures of a medical treatment institution.

28. Pathomorphological reports, and also description of the operation and epicrisis shall be printed, except for the epicrisis regarding care at home.

*[20 September 2011]*

29. A medical entry is regarded to be fully completed, if it contains all necessary parts laid down in this Regulation, including epicrisis or final entry, and if all final diagnoses and complications have been entered.

30. If due to justified reasons corrections are to be made in the medical entries, retention of initial information included in the medical entries and adding thereof to the corrections shall be ensured.

**V. Medical and Register Documents to be Used in Medical Treatment Institutions and Time Periods for Storage Thereof**

*[25 November 2014]*

31. Inpatient medical treatment institutions shall use the register documents referred to in Annexes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 18, 19, 20, 22, 23, 24, 26, 28, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 83, 85, 89, 90, 91, 94 and 104 to this Regulation.

*[16 February 2016]*

32. Outpatient medical treatment institutions shall, according to their profile of activity, use the register documents referred to in Annexes 12, 15, 18, 19, 20, 22, 23, 24, 26, 30, 32, 39, 40, 41, 42, 43, 44, 45, 46, 47, 49, 51, 53, 57, 58, 60, 61, 84, 85, 89, 90, 91, 92, 94, 95, 96, 99, 100, 101, 102 and 103 to this Regulation.

*[16 February 2016]*

32.1 An outpatient medical treatment institutions may in conformity with their profile of activity use the register documents referred to in Annex 16 and 93 to this Regulation.

33. Medical treatment institutions other than those referred to in Paragraphs 31 and 32 of this Regulation shall use the register documents which are referred to in Annexes 62, 63, 64, 66, 68 and 85 to this Regulation.

34. Medical treatment institutions shall use the standard medical documents referred to in Annexes 54, 59, 70, 73, 75, 76, 77, 79, 80, 81 and 88 to this Regulation.

34.1 The medical treatment institution of the National Armed Forces may use the documents referred to in Annex 40 and 100 to this Regulation also outside the territory of Latvia.

*[29 September 2015]*

35. The medical entries which are provided:

35.1. in the documents referred to in Annexes 5, 10, 15, 18, 24, 28, 29, 39, 40, 41, 53, 63, 75, 83 and 100 to this Regulation shall be stored for one year after the last entry;

35.2. in the documents referred to in Annexes 8, 36 and 37 to this Regulation shall be stored for two years after the last entry;

35.3. in the documents referred to in Annexes 26, 62 and 85 to this Regulation shall be stored for three years after the last entry;

35.4. in the documents referred to in Annexes 4, 7, 9, 11, 23, 32, 38, 42, 45, 46, 51, 58, 60, 66, 68, 79, 80, 81, 82 and 91 to this Regulation shall be stored for five year after the last entry;

35.5. in the documents referred to in Annexes 6, 57, 90 and 99 to this Regulation shall be stored for 10 years after the last entry;

35.6. in the documents referred to in Annexes 1, 13, 19, 20, 22, 43, 44, 59, 76 and 77 to this Regulation shall be stored for 15 years after the last entry;

35.7. in the documents referred to in Annex 61 to this Regulation shall be stored for 25 years after the last entry;

35.8. in the documents referred to in Annexes 2, 3, 30, 34, 35, 47, 49, 64, 70, 73, 84, 93 and 95 to this Regulation shall be stored for 75 years after the last entry;

35.9. in the accompanying check of the document referred to in Annex 64 to this Regulation shall be stored for one year.

*[29 September 2015; 16 February 2016]*

35.1 Images obtained by radiological manipulations (in radiodiagnostic films or in electronic form) shall be stored for 10 years.

**VI. Closing Provisions**

36. Paragraphs 19, 31, 32, 33 and 34 of this Regulation shall come into force on 1 July 2006.

37. Paragraphs 20 and 24 of this Regulation shall come into force on 1 January 2007.

38. The register forms referred to in Annexes 5, 10, 19, 21, 24, 26, 29, 40, 41, 51 and 61 to this Regulation, which have been acquired before 31 December 2011, may be used no longer than until 31 December 2012.

*[20 September 2011]*

39. The register forms referred to in Annexes 12, 45, 46, 63, 76, 77, 83, 90 and 91 to this Regulation, which have been acquired before 1 January 2014, may be used no longer than until 31 December 2014.

*[10 December 2013]*

40. The register forms of medical documents referred to in Annexes 32, 40, 41 and 51 to this Regulation, which have been acquired before 1 January 2015, may be used no longer than until 30 June 2015.

*[25 November 2014]*

41. The register form of a medical document referred to in Annex 40 to this Regulation, which has been received before 1 October 2015, may be used until 1 October 2016.

*[29 September 2015]*

42. The register forms of medical documents referred to in Annexes 30, 35, 39, 42, 90 and 99 to this Regulation, which have been acquired before 1 March 2016, may be used no longer than until 1 August 2016.

*[16 February 2016]*

Prime Minister A. Kalvītis

Minister for Health G. Bērziņš

**Annex 93**

Cabinet

Regulation No. 265

4 April 2006

*[20 September 2011]*

|  |  |
| --- | --- |
| Name of the medical treatment institution |  |
| Code [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |  |
| **I. Physical and mental development assessment sheet****for a child from 1 week to 5 years of age1** |
|  |
| 1. Given name, surname  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. Date of the birth (dd.mm.yyyy)  | [ ] [ ] .[ ] [ ] .[ ] [ ] [ ] [ ] . |
| 3. Personal identity number [ ] [ ] [ ] [ ] [ ] [ ] -[ ] [ ] [ ] [ ] [ ]  |
| 4. Gender (mark as appropriate)  | 1 — male; 2 — female | http://pro.nais.lv/images/I0020926.gif |
|  |
| Weight at the birth \_\_\_\_\_\_\_ g | height \_\_\_\_\_\_\_\_ cm | head circumference \_\_\_\_\_\_\_\_ cm |
| Weight at the discharge \_\_\_\_\_\_\_\_ g |
| Labour/Apgar score | Family anamnesis | Risk factors (including genetic) |
|  |
| Child's age | **1 week** | **3 weeks** | **1 month** |
| Date of the visit | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) |
| Physical development (in addition see physical development curves in Chapter II, Sub-paragraph 1 or 3, correct, if the child is born before week 37) |
| Weight (g) | (if possible) | (if possible) |  |
| Height (cm) |  |  |  |
| Head circumference (cm) |  |  |  |
| Complaints from the parents |  |  |  |
| Feeding2; 3 | **Breastfeeding****(exclusive) http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula**150 ml/kg/d http://pro.nais.lv/images/I0020926.gif*Nature of laxation http://pro.nais.lv/images/I0020926.gifPassing of urine http://pro.nais.lv/images/I0020926.gif | **Breastfeeding (exclusive) http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula 150 ml/kg/d http://pro.nais.lv/images/I0020926.gif*Nature of laxation http://pro.nais.lv/images/I0020926.gifPassing of urine http://pro.nais.lv/images/I0020926.gif | **Breastfeeding (exclusive) http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula 150 ml/kg/d http://pro.nais.lv/images/I0020926.gif*Nature of laxation http://pro.nais.lv/images/I0020926.gifPassing of urine http://pro.nais.lv/images/I0020926.gif |
| Educating and advice2; 3 | TRAUMA PREVENTION  |
| **Safety of the baby's bed http://pro.nais.lv/images/I0020926.gif****Sleeping position/bed sharing/sleeping in the parents' room http://pro.nais.lv/images/I0020926.gif****Car seat (infant) http://pro.nais.lv/images/I0020926.gif****Emergency telephone numbers http://pro.nais.lv/images/I0020926.gif***CO/smoke detector http://pro.nais.lv/images/I0020926.gif*Suffocation/safe toys http://pro.nais.lv/images/I0020926.gif*Hot water < 49 °C http://pro.nais.lv/images/I0020926.gif***Safety of weapons http://pro.nais.lv/images/I0020926.gif**  |
|  | BEHAVIOUR AND FAMILY ISSUES |
| Sleep/crying http://pro.nais.lv/images/I0020926.gif**Assess the necessity to apply for a home visit by a social care provider http://pro.nais.lv/images/I0020926.gif**Eating habits of the mother http://pro.nais.lv/images/I0020926.gifBrothers and sisters http://pro.nais.lv/images/I0020926.gifConsolation/sympathy http://pro.nais.lv/images/I0020926.gifFamily conflicts/stress http://pro.nais.lv/images/I0020926.gifParental responsibility/upbringing http://pro.nais.lv/images/I0020926.gifParent tiredness/depression http://pro.nais.lv/images/I0020926.gif  |
|  | OTHER ISSUES |
| **Passive smoking http://pro.nais.lv/images/I0020926.gif****Do not use medicinal products against cough/reducing cold symptoms http://pro.nais.lv/images/I0020926.gif***Temperature control/appropriate clothes http://pro.nais.lv/images/I0020926.gif**Ask regarding use of alternative medicine http://pro.nais.lv/images/I0020926.gif**Discuss the use of a teat http://pro.nais.lv/images/I0020926.gif*Sun exposure/sun protection products/insect repellents http://pro.nais.lv/images/I0020926.gifFever control http://pro.nais.lv/images/I0020926.gif  |
| Information to parents3 |  |  | Immunisation programme http://pro.nais.lv/images/I0020926.gifUse of antipyretics http://pro.nais.lv/images/I0020926.gif |
| Development2; 3Absence of any feature determines further assessment of the development.Correct, if born before week 37 | Sucking reflex http://pro.nais.lv/images/I0020926.gifReflector reaction of leg support/automatic stepping http://pro.nais.lv/images/I0020926.gifWhen lying on the belly, turns the head from the middle position to the side http://pro.nais.lv/images/I0020926.gif | Good breast sucking http://pro.nais.lv/images/I0020926.gifReflector reaction of leg support/automatic stepping http://pro.nais.lv/images/I0020926.gifWhen lying on the belly, turns the head from the middle position to the side http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | *Focuses sight http://pro.nais.lv/images/I0020926.gif**Reacts to a loud or sudden sound http://pro.nais.lv/images/I0020926.gif*Good breast sucking (grip and position of the breast) http://pro.nais.lv/images/I0020926.gifWhen lying on the belly, lifts the head http://pro.nais.lv/images/I0020926.gif*Calms down at the feeling of comfort http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* |
| Clinical examination2; 3 It is recommended to carry out clinical examination appropriate to the age in each visit | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:*Skin (jaundice, dryness) http://pro.nais.lv/images/I0020926.gif*Fontanelle http://pro.nais.lv/images/I0020926.gif**Red reflex examination of eyes with ophthalmoscope http://pro.nais.lv/images/I0020926.gif**Heart/lungs http://pro.nais.lv/images/I0020926.gifNavel/liver http://pro.nais.lv/images/I0020926.gifFemoral pulse http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gifExternal genitals/testicles http://pro.nais.lv/images/I0020926.gifCare of foreskin of a boy/urine jet http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:*Skin (jaundice, dryness) http://pro.nais.lv/images/I0020926.gif*Fontanelle http://pro.nais.lv/images/I0020926.gifHeart/lungs http://pro.nais.lv/images/I0020926.gifNavel/liver http://pro.nais.lv/images/I0020926.gifFemoral pulse http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gifExternal genitals/testicles http://pro.nais.lv/images/I0020926.gifCare of foreskin of a boy/urine jet http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:*Skin (jaundice) http://pro.nais.lv/images/I0020926.gif*Fontanelle http://pro.nais.lv/images/I0020926.gif**Corneal light reflex http://pro.nais.lv/images/I0020926.gif**Heart http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif |
| Problems, plans2; 3; 4; 5 | Screening result of phenylketonuria (PKU) and congenital hypothyroidism (CHT) http://pro.nais.lv/images/I0020926.gif*Hearing examination with otoacoustic emissions method — testing result http://pro.nais.lv/images/I0020926.gif* | **Red reflex examination of eyes with ophthalmoscope, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif***Hearing examination with otoacoustic emissions method, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif* | **Red reflex examination of eyes with ophthalmoscope, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif***Hearing examination with otoacoustic emissions method, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif* |
| Health group | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif |
| Immunisation2 | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccination http://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif |
| Doctor's signature |  |  |  |
|  |
| Child's age | **2 months** | **3 months** | **4 months** | **6 months** |
| Date of the visit (dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. |
| Physical development (in addition see physical development curves in Chapter II, Sub-paragraph 1 or 3, correct, if the child is born before week 37) |
| Weight (g) |  |  |  | (x 2 birth weight) |
| Height (cm) |  |  |  |  |
| Head circumference (cm) |  |  |  |  |
| Complaints from the parents |  |  |  |  |
| Feeding2; 3 | **Breastfeeding (exclusive breastfeeding**/mostly breastfeeding/partly breastfeeding) http://pro.nais.lv/images/I0020926.gif**D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula http://pro.nais.lv/images/I0020926.gif* | **Breastfeeding (exclusive breastfeeding**/mostly breastfeeding/partly breastfeeding; discuss causes for hypogalactia) http://pro.nais.lv/images/I0020926.gif**D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula http://pro.nais.lv/images/I0020926.gif* | **Breastfeeding (exclusive breastfeeding**/mostly breastfeeding/partly breastfeeding) http://pro.nais.lv/images/I0020926.gif**D vitamin 10 micrograms****(400-900 IU/per day)** http://pro.nais.lv/images/I0020926.gif*Formula http://pro.nais.lv/images/I0020926.gif* | **Breastfeeding http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula http://pro.nais.lv/images/I0020926.gif*Exclude food allergies http://pro.nais.lv/images/I0020926.gifFruit/vegetables http://pro.nais.lv/images/I0020926.gifAssess necessity of food containing iron (cereal, meat) http://pro.nais.lv/images/I0020926.gifDo not give egg white, nuts, honey http://pro.nais.lv/images/I0020926.gifDo not give sweetened liquids http://pro.nais.lv/images/I0020926.gifDo not give a bottle in the bed http://pro.nais.lv/images/I0020926.gifSafe food (choking prevention) http://pro.nais.lv/images/I0020926.gif |
| Educating, advice2; 3 | TRAUMA PREVENTION |
| **Car seat (infant) http://pro.nais.lv/images/I0020926.gif****Sleeping position/bed sharing/sleeping in the parents' room/safety of a bed http://pro.nais.lv/images/I0020926.gif****Poisons/emergency telephone numbers http://pro.nais.lv/images/I0020926.gif***Electrical switches/sockets http://pro.nais.lv/images/I0020926.gif**CO/smoke detectors http://pro.nais.lv/images/I0020926.gif*Suffocation/safe toys http://pro.nais.lv/images/I0020926.gif**Safety of weapons http://pro.nais.lv/images/I0020926.gif***Hot water < 49 °C/bathtub safety http://pro.nais.lv/images/I0020926.gif**Falling (stairs, baby walkers, baby changing table) http://pro.nais.lv/images/I0020926.gif*  |
| BEHAVIOUR AND FAMILY ISSUES |
| Sleep/crying/**waking up at night** http://pro.nais.lv/images/I0020926.gifParental responsibility/upbringing http://pro.nais.lv/images/I0020926.gif**Assess the necessity to apply for a home visit by a social care provider http://pro.nais.lv/images/I0020926.gif**Consolation/sympathy http://pro.nais.lv/images/I0020926.gifParent tiredness/depression http://pro.nais.lv/images/I0020926.gifFamily conflicts/stress http://pro.nais.lv/images/I0020926.gifBrothers and sisters http://pro.nais.lv/images/I0020926.gifReturning at work/necessity of a nanny http://pro.nais.lv/images/I0020926.gif |
| OTHER ISSUES |
| **Passive smoking http://pro.nais.lv/images/I0020926.gif**Teething/**teeth care/fluorine** http://pro.nais.lv/images/I0020926.gifFever control http://pro.nais.lv/images/I0020926.gif*Temperature control/appropriate clothes http://pro.nais.lv/images/I0020926.gif*Food quality (pesticides) http://pro.nais.lv/images/I0020926.gif*Discuss the use of a teat http://pro.nais.lv/images/I0020926.gif*Sun exposure/sun protection products/insect repellents http://pro.nais.lv/images/I0020926.gif*Ask regarding use of alternative medicine http://pro.nais.lv/images/I0020926.gif***Do not use medicinal products against cough/reducing cold symptoms http://pro.nais.lv/images/I0020926.gif***Read aloud http://pro.nais.lv/images/I0020926.gif* |
| Information to parents3 |  |  | Immunisation programme http://pro.nais.lv/images/I0020926.gifUse of antipyretics http://pro.nais.lv/images/I0020926.gif |  |
| Development2; 3Absence of any feature determines further assessment of the development.Correct, if born before week 37 | *Follows to a movement with eyes http://pro.nais.lv/images/I0020926.gif**Makes sounds and crows (“chats” or intonative screaming) http://pro.nais.lv/images/I0020926.gif**When applied to a shoulder of an adult, holds the head http://pro.nais.lv/images/I0020926.gif**Likes touches and cuddles http://pro.nais.lv/images/I0020926.gif*Replies with a smile http://pro.nais.lv/images/I0020926.gif*When eating two or several sucking episodes before swallowing http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | With eyes and turning the head above centre line, follows to a movement http://pro.nais.lv/images/I0020926.gif“Social smile” http://pro.nais.lv/images/I0020926.gifThe first strings of syllables http://pro.nais.lv/images/I0020926.gifIs stable when supporting on forearms http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | *Laughs/shrieks in a dialogue with parents http://pro.nais.lv/images/I0020926.gif**Answers to people with excitement http://pro.nais.lv/images/I0020926.gif**Holds stable his or her head, if he or she is supported on a shoulder or put in a seating position http://pro.nais.lv/images/I0020926.gif*Accepts position on the belly http://pro.nais.lv/images/I0020926.gifMakes rhythmic strings of syllables (sounds) http://pro.nais.lv/images/I0020926.gif*Holds a subject for a short time period, if it is put in a hand http://pro.nais.lv/images/I0020926.gif**Follows moving toy or person with eyes http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | *Turns his or her head to the direction of a sound http://pro.nais.lv/images/I0020926.gif*Follows a moving object http://pro.nais.lv/images/I0020926.gifBabbling/makes syllables in different sound volume,tonality http://pro.nais.lv/images/I0020926.gif*Shows joy or dislike with his or her voice http://pro.nais.lv/images/I0020926.gif**Replies with a voice when somebody speaks with him or her http://pro.nais.lv/images/I0020926.gif*Support on opened palms in the position on the belly http://pro.nais.lv/images/I0020926.gif*Rolls from back to belly and vice versa http://pro.nais.lv/images/I0020926.gif**Sits with a support http://pro.nais.lv/images/I0020926.gif**Reaches/grasps toys http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* |
| Clinical examination2; 3 It is recommended to carry out clinical examination appropriate to the age in each visit | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gifHeart http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif**Red reflex examination of eyes****with ophthalmoscope http://pro.nais.lv/images/I0020926.gif**Light reflexof cornea http://pro.nais.lv/images/I0020926.gif*Ask about hearing http://pro.nais.lv/images/I0020926.gif*Heart http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif*Ask about hearing http://pro.nais.lv/images/I0020926.gif*Hips http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif**Red reflex examination of eyes with ophthalmoscope http://pro.nais.lv/images/I0020926.gif****Corneal light reflex/examination of strabismus with cover test http://pro.nais.lv/images/I0020926.gif***Ask about hearing http://pro.nais.lv/images/I0020926.gif*Hips http://pro.nais.lv/images/I0020926.gifMuscular tonus http://pro.nais.lv/images/I0020926.gif |
| Problems, plans2; 3 | **Red reflex examination of eyes with ophthalmoscope**, if it has not been carried out previously *http://pro.nais.lv/images/I0020926.gif***Corneal light reflex examination**, if it has not been carried out previously *http://pro.nais.lv/images/I0020926.gif**Hearing examination with otoacoustic emissions method, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif* |  | **Red reflex examination of eyes with ophthalmoscope**, if it has not been carried out at 3 months of age http://pro.nais.lv/images/I0020926.gif**Corneal light reflex examination**, if it has not been carried out at 3 months of age http://pro.nais.lv/images/I0020926.gif |  |
| Health group | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif |
| Immunisation3 | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccination http://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccination http://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccination http://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif |
| Doctor's signature |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Child's age | **9 months**(additional check-up from 7 to 11 months) | **12 months** | **15 months** |
| Date of the visit (dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. |
| Physical development (in addition see physical development curves in Chapter II, Sub-paragraph  1 or 3, correct, if the child is born before week 37) |
| Weight (g) |  |  | (x 3 birth weight) |  |
| Height (cm) |  |  |  |  |
| Head circumference (cm) |  |  | (approximately 47 cm) |  |
| Complaints from the parents |  |  |  |  |
| Feeding2; 3 | **Breastfeeding http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif***Formula http://pro.nais.lv/images/I0020926.gif*Do not give a bottle in the bed http://pro.nais.lv/images/I0020926.gifDo not give sweetened beverages http://pro.nais.lv/images/I0020926.gifCereal, fruit, vegetables, meat/alternatives http://pro.nais.lv/images/I0020926.gifGetting familiar with cow's milk products http://pro.nais.lv/images/I0020926.gifDo not give egg white, nuts, honey http://pro.nais.lv/images/I0020926.gifSafe food (choking prevention) http://pro.nais.lv/images/I0020926.gif | **Breastfeeding http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif**Formula or 2 % cow milk http://pro.nais.lv/images/I0020926.gifEncourage to use a cup instead of a bottle http://pro.nais.lv/images/I0020926.gifLower appetite http://pro.nais.lv/images/I0020926.gifSafe food (choking prevention) http://pro.nais.lv/images/I0020926.gif | **Breastfeeding http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms (400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif**Formula or 2 % cow milk http://pro.nais.lv/images/I0020926.gifEncourage to use a cup instead of a bottle http://pro.nais.lv/images/I0020926.gifSafe food (choking prevention) http://pro.nais.lv/images/I0020926.gif |
| Educating and advice2; 3 | TRAUMA PREVENTION |
| **Car seat (infant/child) http://pro.nais.lv/images/I0020926.gif****Poisons/emergency telephone number http://pro.nais.lv/images/I0020926.gif****Safety of weapons http://pro.nais.lv/images/I0020926.gif***CO/smoke detectors http://pro.nais.lv/images/I0020926.gif**Electrical switches/sockets http://pro.nais.lv/images/I0020926.gif*Suffocation/safe toys http://pro.nais.lv/images/I0020926.gif*Hot water < 49°C/bathtub safety http://pro.nais.lv/images/I0020926.gif**Falling (stairs, baby walkers) http://pro.nais.lv/images/I0020926.gif* |
|  | BEHAVIOUR AND FAMILY ISSUES |
| Sleep/crying/**waking up at night** http://pro.nais.lv/images/I0020926.gifParental responsibility/upbringing http://pro.nais.lv/images/I0020926.gif**Assess the necessity to apply for a home visit by a social care provider http://pro.nais.lv/images/I0020926.gif**Consolation/sympathy http://pro.nais.lv/images/I0020926.gifParent tiredness/depression http://pro.nais.lv/images/I0020926.gifFamily conflicts/stress http://pro.nais.lv/images/I0020926.gifBrothers and sisters http://pro.nais.lv/images/I0020926.gifNecessity of a kindergarten/babysitter http://pro.nais.lv/images/I0020926.gif |
| OTHER ISSUES |
| **Passive smoking http://pro.nais.lv/images/I0020926.gif**Teething/**teeth care/fluorine/dentist** http://pro.nais.lv/images/I0020926.gifFever control http://pro.nais.lv/images/I0020926.gifFood quality (pesticides) http://pro.nais.lv/images/I0020926.gif*Discuss the use of a teat http://pro.nais.lv/images/I0020926.gif*Sun exposure/sun protection products/insect repellents http://pro.nais.lv/images/I0020926.gif*Ask regarding use of alternative medicine http://pro.nais.lv/images/I0020926.gif*Environment (lead) http://pro.nais.lv/images/I0020926.gif Footwear http://pro.nais.lv/images/I0020926.gif Active and healthy lifestyle/environment http://pro.nais.lv/images/I0020926.gif**Do not use medicinal products against cough/reducing cold symptoms http://pro.nais.lv/images/I0020926.gif***Read aloud http://pro.nais.lv/images/I0020926.gif* |
| Information to parents |  |  |  |
| Development2; 3Absence of any feature determines further assessment of the development.Correct, if born before week 37 | *Seeks after hidden toys http://pro.nais.lv/images/I0020926.gif**Uses clear double-syllables http://pro.nais.lv/images/I0020926.gif**Reacts differently to different people http://pro.nais.lv/images/I0020926.gif**Uses sounds to pay attention to himself or herself http://pro.nais.lv/images/I0020926.gif**Sits without a support http://pro.nais.lv/images/I0020926.gif**Stands with holding on to something http://pro.nais.lv/images/I0020926.gif**Plays social games (touches his or her nose) http://pro.nais.lv/images/I0020926.gif*Reaches to be hold up http://pro.nais.lv/images/I0020926.gifPuts thumb and pointing fingertogether http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | *Responds to his or her name http://pro.nais.lv/images/I0020926.gif**Understands simple instructions http://pro.nais.lv/images/I0020926.gif*First words or syllables with a meaning http://pro.nais.lv/images/I0020926.gif*Tries to pronounce 3 or more words (may be unclear) http://pro.nais.lv/images/I0020926.gif**Crawls or slips http://pro.nais.lv/images/I0020926.gif*Stands up/stands freely http://pro.nais.lv/images/I0020926.gif*Walks with holding on something* http://pro.nais.lv/images/I0020926.gifShows emotions according to a situation http://pro.nais.lv/images/I0020926.gifGrasps a tiny object with a thumb and bent pointing finger http://pro.nais.lv/images/I0020926.gif*Reacts painfully to parting from parents/carer http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | *Tries to pronounce 5 or more words (may be unclear) http://pro.nais.lv/images/I0020926.gif*Tries to obtain something with help of sounds or gestures http://pro.nais.lv/images/I0020926.gif*Grasps and eats with fingers http://pro.nais.lv/images/I0020926.gif**Crawls some steps up the stairs http://pro.nais.lv/images/I0020926.gif**Shows fear from strange people/places http://pro.nais.lv/images/I0020926.gif*Tries to squat to take a toy from the floor http://pro.nais.lv/images/I0020926.gifTakes off socks, tries to open shoelaces http://pro.nais.lv/images/I0020926.gifMakes a pyramid of two blocks http://pro.nais.lv/images/I0020926.gifWatches the reaction of adults in order to understand how to react (when falling down himself or herself) http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* |
| Clinical examination2; 3 It is recommended to carry out clinical examination appropriate to the age in each visit | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif*Ask about hearing http://pro.nais.lv/images/I0020926.gif*Hips http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif*Ask about hearing http://pro.nais.lv/images/I0020926.gif*Size of tonsils/teeth http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelle http://pro.nais.lv/images/I0020926.gif*Ask about hearing http://pro.nais.lv/images/I0020926.gif*Size of tonsils/teeth http://pro.nais.lv/images/I0020926.gifHips http://pro.nais.lv/images/I0020926.gif |
| Problems, plans2; 3 | **Red reflex examination of eyes with ophthalmoscope**, if it has not been carried out at 6 months of age http://pro.nais.lv/images/I0020926.gifCorneal light reflex/**examination of strabismus with cover test**, if it has not been carried out at 6 months of age http://pro.nais.lv/images/I0020926.gif | *Haemoglobin concentration in blood http://pro.nais.lv/images/I0020926.gif* | **Examination by an oculist** (once in 13-24 months of age) http://pro.nais.lv/images/I0020926.gif**Red reflex examination of eyes with ophthalmoscope**, if examination by an oculist has not been carried out http://pro.nais.lv/images/I0020926.gif**Corneal light reflex/examination of strabismus with cover test**, if examination by an oculist has not been carried out http://pro.nais.lv/images/I0020926.gif |
| Health group | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif |
| Immunisation3 | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif |
| Doctor's signature |  |  |  |
|  |
| Child's age | **18 months** | **2 years** | **3 years** | **4 years** | **5 years** |
| Date of the visit | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) | http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif. http://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gifhttp://pro.nais.lv/images/I0020926.gif.(dd.mm.yyyy) |
| Physical development (in addition see physical development curves in Chapter II, Sub-paragraph 1 or 3, but starting from 2 years of age — Sub-paragraph 2 or 4, correct, if the child is born before week 37, until 2-3 years of age) |
| Weight (g) |  |  |  |
| Height (cm) |  |  |  |
| Head circumference (cm) |  | (if was not normal) |
| Complaints from the parents |  |  |  |  |  |
| Feeding2; 3 | **Breastfeeding http://pro.nais.lv/images/I0020926.gif****D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif**Formula or 2 % cow milk http://pro.nais.lv/images/I0020926.gifFeed not using a bottle http://pro.nais.lv/images/I0020926.gif | **D vitamin 10 micrograms****(400-900 IU/per day) http://pro.nais.lv/images/I0020926.gif**Formula or 2 % cow milk http://pro.nais.lv/images/I0020926.gifFeeding recommendations http://pro.nais.lv/images/I0020926.gif*Gradual transition to food with a lower fat content http://pro.nais.lv/images/I0020926.gif* | 2 % milk http://pro.nais.lv/images/I0020926.gifFeeding recommendations http://pro.nais.lv/images/I0020926.gif |

|  |  |
| --- | --- |
| Educating and advice2; 3 | TRAUMA PREVENTION |
| Car seat (child) http://pro.nais.lv/images/I0020926.gif*Bathtub safety* http://pro.nais.lv/images/I0020926.gif Suffocation/safe toys http://pro.nais.lv/images/I0020926.gif  | **Car seat (child) http://pro.nais.lv/images/I0020926.gif****Protective helmet/protectors http://pro.nais.lv/images/I0020926.gif****Emergency telephone number http://pro.nais.lv/images/I0020926.gif***CO/smoke detectors http://pro.nais.lv/images/I0020926.gif*Safety-matches http://pro.nais.lv/images/I0020926.gif*Safety on water http://pro.nais.lv/images/I0020926.gif***Safety of weapons http://pro.nais.lv/images/I0020926.gif**  |
| BEHAVIOUR AND FAMILY ISSUES |
| Parent/children contact http://pro.nais.lv/images/I0020926.gif *Discipline/restrictions* http://pro.nais.lv/images/I0020926.gifParent tiredness/stress/depression http://pro.nais.lv/images/I0020926.gif**High social risk child http://pro.nais.lv/images/I0020926.gif** | Parent/children contact http://pro.nais.lv/images/I0020926.gif*Discipline/restrictions http://pro.nais.lv/images/I0020926.gif*Parent tiredness/stress/depression http://pro.nais.lv/images/I0020926.gif**High social risk child http://pro.nais.lv/images/I0020926.gif**Brothers and sisters http://pro.nais.lv/images/I0020926.gifFamily conflicts http://pro.nais.lv/images/I0020926.gif |
| OTHER ISSUES |
| Socialisation/role games http://pro.nais.lv/images/I0020926.gif**Teeth care/dentist** http://pro.nais.lv/images/I0020926.gifLearning to use a toilet/hygiene http://pro.nais.lv/images/I0020926.gif*Break using of a teat http://pro.nais.lv/images/I0020926.gif**Read aloud http://pro.nais.lv/images/I0020926.gif* | **Teeth care/fluorine/dentist http://pro.nais.lv/images/I0020926.gif***Ask regarding use of alternative medicine http://pro.nais.lv/images/I0020926.gif*Active and healthy lifestyle/environment http://pro.nais.lv/images/I0020926.gif**Passive smoking http://pro.nais.lv/images/I0020926.gif**Learning to use a toilet/hygiene http://pro.nais.lv/images/I0020926.gif**Assess readiness for pre-school institution/school http://pro.nais.lv/images/I0020926.gif**Socialisation possibilities http://pro.nais.lv/images/I0020926.gifSun exposure/sun protection products/insect repellents http://pro.nais.lv/images/I0020926.gifFood quality (pesticides) http://pro.nais.lv/images/I0020926.gifEnvironment (lead) http://pro.nais.lv/images/I0020926.gif*Do not use teat http://pro.nais.lv/images/I0020926.gif***Do not use medicinal products against cough/reducing cold symptoms http://pro.nais.lv/images/I0020926.gif***Read aloud http://pro.nais.lv/images/I0020926.gif* |
| Information to parents |  |  |  |
| Development2; 3Absence of any feature determines further assessment of the development.Correct, if born before week 37 | *Usually the child's behaviour can be controlled easily http://pro.nais.lv/images/I0020926.gif He or she has interest about other children http://pro.nais.lv/images/I0020926.gif**Usually he or she can be calmed down easily http://pro.nais.lv/images/I0020926.gif**Seeks for support when in sorrow http://pro.nais.lv/images/I0020926.gif**Indicates to several different body parts http://pro.nais.lv/images/I0020926.gif**Tries to attract attention in order to show something http://pro.nais.lv/images/I0020926.gif**Turns when his or her name is called http://pro.nais.lv/images/I0020926.gif**Indicates to something he or she wants http://pro.nais.lv/images/I0020926.gif**Seeks a toy when he or she is asked to do it http://pro.nais.lv/images/I0020926.gif**Imitates speech sounds knowingly http://pro.nais.lv/images/I0020926.gif**Pronounces 20 or more words (may be unclear) http://pro.nais.lv/images/I0020926.gif*Can say three different consonants http://pro.nais.lv/images/I0020926.gif*Walks freely* http://pro.nais.lv/images/I0020926.gif*Eats with a spoon unaided http://pro.nais.lv/images/I0020926.gif**Takes off a bonnet/socks unaided http://pro.nais.lv/images/I0020926.gif Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | 2 yearsAt least one new word per week http://pro.nais.lv/images/I0020926.gif*Two-word sentences http://pro.nais.lv/images/I0020926.gif**Understands one or two-stage instructions (take the small ball and give to mummy) http://pro.nais.lv/images/I0020926.gif**Makes two steps backwards without a support http://pro.nais.lv/images/I0020926.gif**Tries to run http://pro.nais.lv/images/I0020926.gif**Puts an object in a small container http://pro.nais.lv/images/I0020926.gif**Imitates his or her parents (gives a doll to drink) http://pro.nais.lv/images/I0020926.gif*Continues to acquire new skills http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | 4 years*Understands related directions to three sides http://pro.nais.lv/images/I0020926.gif**Asks many questions and replies (what are you doing?) http://pro.nais.lv/images/I0020926.gif*Uses simple compound sentences http://pro.nais.lv/images/I0020926.gifStands on one leg 1-3 sec. http://pro.nais.lv/images/I0020926.gif*Goes up the stairs by alternating feet http://pro.nais.lv/images/I0020926.gif*Draws people with at least three body parts http://pro.nais.lv/images/I0020926.gifUses the toilet during the day http://pro.nais.lv/images/I0020926.gif*Opens buttons and zip-fastener http://pro.nais.lv/images/I0020926.gif**Tries to calm down somebody who is sad http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* |
| 3 years*Understands two-stage and three-stage instructions (take the hat and shoes and put them in the wardrobe) http://pro.nais.lv/images/I0020926.gif**Uses sentences with 5 or more words http://pro.nais.lv/images/I0020926.gif**Goes up the stairs with adding step, by holding to handrails http://pro.nais.lv/images/I0020926.gif**Twists off lids from dishes/turns switches http://pro.nais.lv/images/I0020926.gif**Plays behaviour games with actions and words (pretends that he or she is cooking, repairing a car) http://pro.nais.lv/images/I0020926.gif*Spends a short period of time together with known people without parents/carer http://pro.nais.lv/images/I0020926.gifTurns over book pages one by one http://pro.nais.lv/images/I0020926.gifImitates writing movements http://pro.nais.lv/images/I0020926.gifDraws a circle http://pro.nais.lv/images/I0020926.gifListens to music or stories for 5-10 min. together with an adult http://pro.nais.lv/images/I0020926.gif*Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* | 5 years*Counts aloud or on fingers in order to answer “how many?” http://pro.nais.lv/images/I0020926.gif*Knows basic colours and forms http://pro.nais.lv/images/I0020926.gif*Speaks clearly for the most part of the time http://pro.nais.lv/images/I0020926.gif*Uses complex sentences http://pro.nais.lv/images/I0020926.gif*Throws and catches a ball http://pro.nais.lv/images/I0020926.gif*Is engaged with one activity for 20-30 min. alone *http://pro.nais.lv/images/I0020926.gif**Can dress himself or herself with minimum assistance http://pro.nais.lv/images/I0020926.gif*Shares willingly http://pro.nais.lv/images/I0020926.gif*Hops on one leg http://pro.nais.lv/images/I0020926.gif**Retells episodes of a story http://pro.nais.lv/images/I0020926.gif**Easily parts from parents/carer http://pro.nais.lv/images/I0020926.gif**Parents have no concerns regarding development of the child http://pro.nais.lv/images/I0020926.gif* |
| Clinical examination2; 3 It is recommended to carry out clinical examination appropriate to the age in each visit | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Fontanelles are closed http://pro.nais.lv/images/I0020926.gifAsk about hearing http://pro.nais.lv/images/I0020926.gifSize of tonsils/teeth http://pro.nais.lv/images/I0020926.gif | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:**Red reflex examination of eyes with ophthalmoscope/vision sharpness http://pro.nais.lv/images/I0020926.gif****Corneal light reflex/examination of strabismus with cover test http://pro.nais.lv/images/I0020926.gif**Ask about hearing http://pro.nais.lv/images/I0020926.gifSize of tonsils/teeth http://pro.nais.lv/images/I0020926.gif*Blood pressure http://pro.nais.lv/images/I0020926.gif* | Physical examination of all organ systems http://pro.nais.lv/images/I0020926.gifSpecial attention:Ask about hearing http://pro.nais.lv/images/I0020926.gifSize of tonsils/teeth http://pro.nais.lv/images/I0020926.gif*Blood pressure http://pro.nais.lv/images/I0020926.gif* |
| Problems, plans2; 3 | **Examination by an oculist**, if it has not been carried out previously http://pro.nais.lv/images/I0020926.gif**Red reflex examination of eyes with ophthalmoscope**, if examination by an oculist has not been carried out http://pro.nais.lv/images/I0020926.gif**Corneal light reflex/examination of strabismus with cover test**, if examination by an oculist has not been carried out http://pro.nais.lv/images/I0020926.gif | **Examination by an oculist at 3 years of age http://pro.nais.lv/images/I0020926.gif****Dental hygienist at 2 years of age http://pro.nais.lv/images/I0020926.gif****Dental hygienist at 3 years of age http://pro.nais.lv/images/I0020926.gif**Consultation of a speech therapist/audio speech therapist, where necessary http://pro.nais.lv/images/I0020926.gif | **Dental hygienist at 4 years of age http://pro.nais.lv/images/I0020926.gif****Dental hygienist at 5 years of age http://pro.nais.lv/images/I0020926.gif****Red reflex examination of eyes with ophthalmoscope/vision sharpness**, if examination by an oculist has not been carried out at 3 years of agehttp://pro.nais.lv/images/I0020926.gif**Corneal light reflex/examination of strabismus with cover test**, if examination by an oculist has not been carried out at 3 years of age http://pro.nais.lv/images/I0020926.gifConsultation of a speech therapist/audio speech therapist,where necessary http://pro.nais.lv/images/I0020926.gif |
| Health group | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif | 1 http://pro.nais.lv/images/I0020926.gif 2 http://pro.nais.lv/images/I0020926.gif 3 http://pro.nais.lv/images/I0020926.gif |
| Immunisation3 | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif | According to vaccination calendar http://pro.nais.lv/images/I0020926.gifAdditional vaccinationhttp://pro.nais.lv/images/I0020926.gif |
| Doctor's signature |  |  |  |

Notes.

1 Adapted, by using *Leslie Rourke, Denis Leduc* and *James Rourke “Rourke Baby Record”* of May, 2006, and August, 2009.

2 Degree of evidence: in bold — proved good; italic — proved on average; standard — without evidence, but there is a consensus (agreement) by specialists.

3 Designations when completing a card: **√ —** no problem, X — a problem.

4 Screening of phenylketonuria (PKU) and congenital hypothyroidism (CHT) shall be carried out on 4th-5th day of life.

5 Hearing examination with otoacoustic emissions method shall be carried out on 3rd-4th day of life. Pay attention to children who are born in planned out-of-hospital labour, because examination of children born in a hospital is carried out in a labour ward.

**II. Norms of physical development of children**

1. Percentile card of girls' head circumference, body height and body weight from the birth until 24 months of age



2. Percentile card of girls' body height, body weight and BMI from 2 until 18 years of age



3. Percentile card of boys' head circumference, body height and body weight from the birth until 24 months of age



4. Percentile card of boys' body height, body weight and BMI from 2 to 18 years of age

