

Student Immunization

Student Immunizations

These procedures are designed to meet Washington State immunization law and to provide effective precautions, in the school setting, against transmission of those diseases for which vaccines are available. The District will follow the procedures established by OSPI when a child enrolls in the District.

Responsibilities

A. Principal or principal designee:

1. Sees that individual Certificate of Immunization Status (CIS) forms are collected, completed correctly, analyzed for compliance, and filed for all children enrolled;
2. Excludes children not in compliance. Parent(s) or guardian(s) will be reminded when their child's next vaccine is due. Those children in conditional status who are one (1) month late for their next required immunization(s) shall also be excluded; and
3. Submits Annual Immunization Status Report to DOH and local health department within specified time.

B. Nurse or Health Assistant(s):

1. Provides parent(s) or guardian(s) with CIS form and correct information about the immunization law;
2. Uses quick verification procedure (i.e. call other school district) for transfer students;
3. Establishes a school child care immunization record surveillance system to ensure complete compliance with the law, including a list of susceptible children and staff members;
4. Advises, assists, and monitors schools in establishing and maintaining appropriate and accurate records of immunization status;
5. Monitors children not fully immunized (conditional status) to assure completion of immunization schedules and assists parents, guardians and children to understand the need for immunization. (This may include individual counseling, group teaching, and advising on sources of low or no cost immunizations.);
6. Obtains and distributes current accurate information on immunizations and communicable diseases;
7. Trains staff in the timely reporting of communicable disease, especially rash illness;
8. Reports in a timely manner to the local health department and the principal any reportable communicable diseases;
9. Assists administrators in control measures when disease outbreaks threaten or occur;

10. Cooperates with the local health department to prevent and control communicable disease outbreaks; and
11. Assists staff to understand the continuing need for immunization and serves as a resource person for teachers who present immunization and preventive health information to children.

Full immunization is required for school attendance. The District shall comply with the Washington State law as it pertains to student immunizations.

Compliance

The following steps are to ensure immunization compliance will be initiated when a child is enrolled:

- A. The secretary, registrar, health assistant(s) or school nurse will assist the parents or guardians in completing the CIS forms which should indicate the following:
 - Full immunization as required for school attendance,
 - Full exemption to all vaccines,
 - A combination of required immunization and expenditures, and
 - Conditional status (a child has initiated or is continuing immunization on schedule);
- B. If records are not available for a transfer student, the staff, parent or guardian will use the quick verification procedure (i.e., contact the former school and obtain the date each vaccine was administered, and have parent or guardian fill in the dates and sign the CIS form);
- C. The staff will call parents' or guardians' attention to any item that is incomplete or indicates inadequate immunization and explain how the deficiency must be corrected before the child may enroll;
- D. For children with medical exemptions or personal religious exemptions, parents or guardians will be informed that the child may be temporarily excluded from school or the child care center if a disease outbreak threatens or occurs;
- E. Medical exemptions are to be signed by a licensed medical provider. Because a chiropractor is not a licensed medical provider with prescriptive authority, a chiropractor may not sign a medical exemption. The physician and the parent or guardian must sign the CIS form; and
- F. Personal religious exemptions are to be signed by a parent or guardian certifying that he or she is opposed to one or more vaccines, or wishes to delay one or more doses of vaccine to a specific time in the future.

Emergency Expulsion Procedure for Noncompliant Children

The following steps will be taken when a student does not meet the admissions requirements:

- A. The school nurse will recommend immediate exclusion of any student who does not meet admission requirements (is noncompliant) at the time of enrollment (i.e., has incomplete or inadequate data; no month, day and/or year; no signature(s); lacks the correct number of vaccines; lacks the correct type of vaccine; and/or was given vaccine before acceptable age);

- B. The principal or principal designee will attempt to notify parent(s) or guardian(s) by telephone or in person as soon as possible prior to delivery of the exclusion notice;
- C. The principal or principal designee will hand deliver a written notice or send a certified letter, that the child will be excluded, to the parent(s) or guardian(s). The parent(s) or guardian(s) must have written notification prior to exclusion of the student. If written notice is hand delivered, the parent or guardian must sign a form acknowledging receipt, or the principal or principal designee must document acceptance; and
- D. The principal or principal designee will exclude the child from school or the child care center until the parent(s) or guardian(s) comply with the immunization law.

The completed CIS form will be filed in the health files in alphabetical order.

Transferring Records

When a child transfers to another District, the original or legible copy of the CIS form will be given directly to the parent(s) or guardian(s) to be taken to the new facility. If a copy is sent with the parent or guardian, the original may be transferred with the child's other school records. A copy of the CIS form will be retained by the old school for possible later reference. No CIS form will be withheld by the old school for any reason, including nonpayment of fees.

Tenino School District

Endorsed by the Board: November 24, 2003