

H-7 IMMUNIZATION POLICY

PURPOSE: To prevent and control the spread of communicable diseases among the Head Start staff and children.

NOTE: Each child's attendance will be subject to the Oregon Immunization Law outlined in the **Immunization Handbook for School and Children's Facilities.**

CRITERIA FOR SCHOOL ADMISSION

At recruitment, parent/guardian must provide documentation of **EITHER** one of the following on an appropriately signed Certificate of Immunization Status (CIS):

1. The month and year that each vaccine was received by their child.
 - o Child must have received a **MINIMUM** of one dose each of Polio, Measles, Mumps, Rubella, Haemophilus influenza type b, Hepatitis B, Hepatitis A, Varicella and Diphtheria/Tetanus containing vaccine (if age appropriate) **PRIOR** to INITIAL SCHOOL ATTENDANCE.
2. Properly documented Medical or Religious exemption. A medical exemption requires a letter documenting the medical condition signed by a licensed physician. The Medical Exemption needs to be reviewed by the County Health Dept. A Religious exemption requires the parents to be given the "Religious Exemption Brochure." A parental/guardian signature in the Religious Exemption portion of the CIS form is also required as well as boxes check for each immunization parent is wanting the exemption to cover.

IMMUNIZATION REVIEW AND UPDATES

1. After completion during recruitment, the FA will forward a copy of the CIS record to the Health Services Director (HSD) for review. HSD will review all CIS copies and inform FA or CFA/teaching staff of outstanding vaccinations.
2. Within 45 days of program entry, A Health Component representative will review the CIS and provide an Immunization Review form with immunization needs noted. This form will be sent to the CFA/FA. The CFA/FA will review immunization needs and give the parent/guardian a copy of the Immunization Review. A copy of the immunization review will also be placed in the child's file.
3. If immunization needs are noted on the Immunization Review form, the CFA/FA will provide the parent/guardian with information on Immunization Clinics provided by the County Health Dept. When the child receives an immunization update, the parent/guardian needs to update and sign the CIS form. A copy of the updated CIS form needs to be sent to the HSD.
4. Parent/guardian will be notified of the need to get the immunizations updated according to the recommended immunization schedule. Parent/guardian will need to update the CIS as immunizations are received.
5. Immunizations must be updated prior to the Oregon Health Division Primary Review in January. If immunizations are not updated before the primary review, children with incomplete immunizations will be included in the Primary Review Summary for exclusion order by the Health Department.
6. Children receiving exclusion orders may not reenter the classroom until immunization updates are properly documented. Documentation of immunization updates should be made by updating

the CIS form and attaching a copy of the signed Exclusion Order. The original CIS and the copy of the Exclusion Order should be placed in the child's file. A copy of the updated CIS form needs to be sent to a Health Component Representative and/or Health Services Director.

REVIEWED/UPDATED 09/11