

Bear River Head Start

Immunization Policy/Procedure

Note: Bear River Head Start includes PHS and EHS

Policy

Bear River Head Start is committed to the health and wellness of all staff, parents and children. To protect the well being and good health and safety of all students and staff, adequate immunizations are vital and required at Bear River Head Start. In keeping with the State of Utah & Idaho laws and regulations, the following procedure must be followed. This policy meets the requirements of Utah & Idaho State Law that mandates all public schools (including Head Start programs) maintain up-to-date immunization records on file for each child (see Infectious Control Policy).

Procedure

1. No student may participate or attend classroom/activities at Bear River Head Start unless parents have presented an official certificate of immunization to an authorized Bear River Head Start staff member, stating that the student has received immunizations against communicable diseases as required by the Department of Health. Parents are responsible for and must provide a copy (including child's name, date of birth, type of shot and dates given) of their child's official most current immunization record.
2. Authorized Bear River Head Start staff shall accept any immunization record provided by a licensed physician, registered nurse, or public health official as certification of immunization, and shall transfer this information on to the Utah School Immunization Record/Idaho Child Care Health Form with the following information:
 - Name of student
 - Student's date of birth
 - Type of vaccine administered
 - Minimally the month and year each dose was administered; however, the month, day and year are required for the first dose of measles, mumps and rubella vaccine
3. The immunizations of all accepted children must be up-to-date before they can attend class or participate in other Head Start activities
 - A parent of a child who has been accepted must sign a release of information. This release of information is included with the acceptance letter
 - This release of information, along with a copy of the accepted child's immunizations, is returned to Head Start as soon as possible by the parent
 - Upon receiving the release of information records, the health team can make a determination of whether the child is up to date on immunizations

- The parent will be informed, through a letter, if the child is due for more vaccines before participating in Head Start activities
- 4. Students may be conditionally enrolled and attend Head Start if he or she is not completely immunized against each specific disease as required for his/her age, if the student has received at least one dose of each of the required vaccines prior to enrollment and currently is on schedule for subsequent immunizations. To remain in attendance in Head Start classrooms or at socializations, the student must complete the required subsequent doses in each vaccine series on schedule and provide written documentation to the authorized Head Start staff, to avoid exclusion.
- 5. Failure to receive still-needed doses will result in exclusion of the child from the Head Start classroom, socializations, and other Head Start activities until the child is back on schedule with no required vaccine doses due. (As per Exclusion Policy)
- 6. If a child, who is overdue for an immunization(s), is discovered after enrollment and attendance in class, that child's guardian must obtain the necessary vaccine(s) for their child or be excluded from attendance. All efforts will be made to avoid this situation.
- 7. A parent claiming an exemption to immunization, as allowed by law, shall provide to authorized Head Start staff one of the following. Bear River Head Start will maintain an up-to-date list of children with exemptions so they can be excluded quickly if an outbreak occurs.
 - **Medical Exemption:** An exemption signed by a physician who is registered and licensed to practice medicine within the United States, stating the physical condition of the student is such that one or more specified immunizations would endanger the student's life.
 - **Religious Exemption:** An exemption form issued by the health department and witnessed and signed by a local health department representative that the individual is a member of a specified, recognized religious organization whose teachings are contrary to immunizations
 - **Personal Exemption:** An exemption form issued by the health department as witnesses and signed by a local health department representative that the child's guardian has personal reasons against their child receiving vaccine(s)
Parents/guardians are not allowed to claim a personal exemption because the immunization record is lost or incomplete or because it is too much to contact the physician or clinic and obtain a copy
 - All appropriate exemption signatures must be contained on the Utah School Immunization Record/Idaho Child Care health form
- 8. Outbreak Notification Protocol
 - In the event of a potential or confirmed case of an infectious disease, Head Start will notify the Bear River Health Department. The Health Department will then:
 - Gather relevant information,
 - Contact local physicians as needed,

- Notify the State Health Department if necessary.

If a confirmed case is reported to the Bear River Health Department by a physician's office or hospital, the Health Department will in turn notify Head Start.

9. The immunization status of a conditionally enrolled student will be reviewed weekly to ensure continued compliance in completing the required doses of vaccines prior to exclusion
10. Authorized Head Start staff shall maintain a file of the Utah School Immunization Record/Idaho Child Care Health Form for each student at Bear River Head Start. All student immunization records shall be open for inspection at all reasonable times by representatives of local health departments or the State Department of Health.
11. Authorized Head Start staff will return, when requested, the Utah School Immunization Record/Idaho Child Care Health Form and the Personal Exemption Form to the parent when a student withdraws, transfers, or otherwise leaves Head Start. As an alternative, authorized Head Start staff may transfer the School Immunization Record and the Personal Exemption Form to the new school.
12. Bear River Head Start shall comply with any modifications or deletions in the required immunizations that may be made by the State Department of Health. See attached Utah and Idaho forms for the required immunization schedule. This immunization schedule will be followed for enrollment at Bear River Head Start.

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