

Administrative Procedures

5000 STUDENTS

Attendance

5244 Student Immunization

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 Tumwater School District.

The individualized responsibilities are as follows:

Administrator/Principal:

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. Parents will be reminded when next vaccine is due. Those children in conditional status who are one month late for their next required immunization(s) shall also be excluded.
3. Submits Annual Immunization Status Report to DOH and local health department within specified time.

Nurse/Health Assistants:

1. Provides parent or guardian with a CIS form and correct information about the immunization law.
2. Uses quick verification procedure on transfer children.
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 and children to understand the need for immunization. (This may include individual counseling, group teaching, and advising on sources of low/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 (WAC 246.100.076)
8. Reports in a timely manner to the local health department and school principal any reportable communicable diseases.
9. Assists school administrators in control measures when disease outbreaks threaten or occur.
10. Cooperates with the local health department to prevent and control communicable disease outbreaks.
11. Assists school staff to understand the continuing need for immunization and serves as resource person for teachers who present immunization and preventive health information to children.

Full immunization is required for school attendance. The required vaccines for entry-level students (k or grade 1) (Month, Day and Year are required).

1. 4 doses of DTP, DT, TD vaccine, or any combination thereof, with the last dose on or after the 4th birthday.
2. 3 doses of trivalent oral polio vaccine (TOPV-Sabin) or 3 doses of trivalent enhanced inactivated polio vaccine (e-IPV) with the last dose on or after the 4th birthday. (Not required of individuals 18 years of age and older.)
3. 1 dose of live virus measles vaccine on or after the first birthday or laboratory documentation's of measles immunity (usually combined as MMR).
4. 1 dose of rubella vaccine on or after the first birthday or laboratory documentation of rubella immunity.
5. 1 dose of mumps vaccine on or after the first birthday or laboratory documentation of mumps immunity.
6. Td vaccine is administered to children 7 years of age and older only,
7. A child meets the measles, mumps and/or rubella immunization requirement as a result of having had measles, mumps or rubella disease. In such instances, a physician must provide proof of past infection with measles, mumps or rubella virus by attaching an acceptable antibody titer result to the CIS form.

The required vaccines for all other students (grades 1 or 2 through 12, except grade 6 as noted below) (Month, Day and Year required).

1. 3 doses of DTP, DT or Td vaccine, or any combination thereof, with the last dose on or after the fourth birthday. 3 TOPV-Sabin or 3 doses or trivalent enhanced inactivated polio vaccine (e-IPV) with the last dose on or after the 4th birthday. (Not required of individuals 18 years of age and older).
2. 1 dose of live virus measles vaccine on or after the first birthday or laboratory documentation of measles immunity.
3. 1 dose of rubella vaccine on or after the first birthday or laboratory documentation of rubella immunity.

4. 1 dose of mumps vaccine on or after the first birthday is required for all students above entry level who are new to the district. Laboratory documentation of mumps immunity is also acceptable.

Required vaccines for entry or transfer into the 6th grade. (Month, Day and Year required).

1. The same vaccines are required as listed above, with the following additions:
 - A second dose of live virus measles vaccine is required at entry to sixth grade or upon reaching age 13, whichever occurs first. This is particularly important for students in unguarded settings. Laboratory documentation of measles immunity is also acceptable.
 - One dose of mumps vaccine on or after the first birthday or laboratory documentation of mumps immunity.

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

1. The secretary/registrar, health assistants or school nurse will assist the parents/guardians in completing the CIS form which should indicate the following:
 - Full immunization as required for school attendance
 - Full exemption to all vaccines
 - A combination of required immunization and expenditures
 - Conditional states (a child has initiated or is continuing immunization on schedule)..
2. If records are not available on a transfer child, the staff or parent will use the quick verification procedure (i.e., contact the former school and obtain the date each vaccine was administered, and have parent fill in the dates and sign the CIS form).
3. The staff will call parents' attention to any item that is incomplete or indicates inadequate immunization and explain how the deficiency must be corrected before the child may enroll.
4. For children with medical or religious/personal exemptions, parents will be informed child may be temporarily excluded from school/child care center if a disease outbreak occurs.
5. Medical Exemptions are to be signed by a licensed medical doctor (M.D.) or doctor of osteopathy (D.O.), physician assistant, or nurse practitioner practicing within the limits of the medical or nurse practice acts. Because a chiropractor is

not a licensed medical doctor with prescriptive authority, a chiropractor may not sign a medical exemption. Both physician and parent must sign CIS form

6. Religious/personal exemptions are to be signed by a parent or guardian certifying that he/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.
7. The administrators will attempt to notify parent or guardian by telephone or in person as soon as possible prior to delivery of notice.
8. The administrators will hand deliver notice to parent or send by certified mail. Parent must have written notification prior to exclusion of student. If notice is hand delivered, the parent must sign a form acknowledging receipt or the deliverer must document acceptance.
9. The administrator will exclude child from school or child care center until parent complies with the immunization law.
10. The school nurse will IMMEDIATELY EXCLUDE 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/year; no signature(s); lacks correct number of vaccines; lacks correct type of vaccine; was given vaccine before acceptable age).
11. The completed CIS form will be filed in the health files in alphabetical order.

Transferring Records:

When a child transfers to another school district, the original or a legible copy of the CIS form will be given directly to the parent to be taken to the new facility. If a copy is sent with the parent, 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 (see WAC 246-100-166(14)(b)).

Emergency Expulsion Procedure for Noncompliant Children:

1. The Administrator will prepare written notification of emergency expulsion, to the parent or guardian, on school letterhead.