



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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Updated

SUBJECT:
IMMUNIZATIONS POLICY AND PROCEDURE

APPROVED: 07-02-10

BY: Ron Griffin, Director

POLICY

The California Department of Health Services determines child's immunizations requirements. Each Head Start/Early Head Start Home base ensures each child is up to date on age appropriate schedule.

REFERENCE

Head Start Performance Standards: Subpart B; Early Childhood Development and Health Services Section 1304.20 (a)(1)(ii)(A-C) 1308.5(e) Determining Child's Health Status; California Child Care Licensing 10122.1

PROCEDURE

Assessing Immunization Status

- At enrollment, each child's immunization record must be assessed for immunization status following CHDP guidelines.
- Staff should inform parents of Head Start/Early Head Start program immunization requirements. Parents will be told if their children need any immunizations before entering a Head Start/Early Head Start site and throughout the program year.
- Staff should refer parents to local immunization services and assist them to access services as needed; prioritize children who need follow-up immunizations.

To Attend County of San Bernardino Department of Preschool Service Head Start/Early Head Start Site

- If a child is not up-to-date, the child should receive the next immunization in a series and staff will track and work with parents to ensure that the child receives the next immunization on time.
- State should inform parents of Head Start/Early Head Start immunization requirements. Parents will be told if their children need any immunizations before entering a Head Start/Early Head Start site and throughout the program year.
- Staff should refer parents to local immunization services and assist them to access services as needed; prioritize children who need follow-up immunizations.

Documentation and the CSIR Form

- A readable photocopy of the yellow immunization card, completed and signed by a doctor, must be in the child's file. An updated photocopy must be placed in the child's file throughout the year, as appropriate.
- The CSIR (Blue California School Immunization Record) form is an official form required for schools and childcare facilities.

At enrollment, a child's immunization record must be accurately copied to a CSIR form and kept in the the child's file. The person transcribing the information certifies the accuracy in the documentation box. The CSIR card is updated throughout the year, with the staff person's initials, as appropriate.

- Do not use correction fluid ("white out") to make changes. Neatly cross out errors; write in correct information and initial.

- On the CSIR form, the STATUS OF REQUIREMENTS box must be filled out. All requirements are met when the child is completely up-to-date for their age. In Head Start/Early Head Start sites, this would be when a child has all the immunizations required for ages birth to 6 years of age.
- Tracking and documentation systems should note each child's immunization needs (e.g. Service Activity Documentation Sheet in the child's file, COPA data collection system).
- The County of San Bernardino Public Health Services Agency requires an immunization report each fall (generally in October) documenting the immunization level for each enrolled child (Health Education Specialist sets up a training every year with the Public Health Immunization Department for staff).
- The California Immunization Registry can be used to attain immunization information and/or print blue or yellow card(s).
 - Training and login from San Bernardino Department of Public Health is required
 - CAIR can be used to:
 - Search for a child's immunization record
 - Enter a new record
 - Enter immunization history
 - Print reports

Applies to Home Base Socialization:

In order for a child to attend socialization, the child must be up to date on immunizations, per California Childcare Licensing Requirements 101220.1

If a child is not up to date with age appropriate immunizations the home visitor/generalist will work with the parent/guardian to assist in obtaining the required immunizations. The parent/guardian will be put on a Health Intervention/Goal Plan. The plan will be reviewed every two weeks. After the third Intervention Health Goal plan has been attempted, the Home Base Visitor will then refer to the Health Education Specialist for further follow up.

Exemptions from Immunizations:

Parent/guardian have the right to exempt their child from immunizations for personal beliefs, if the parent decides to declare exemption they must do the following:

- Sign the back of the Blue Card Immunization Record and fill out Request for Exemption Form.
- The Generalist will then attach the Request for Exemption Form to the Blue Card Immunization Record.

If the Parent states that their child is exempted from Immunizations due to Medical Reasons then the following must occur:

- Parent Will Sign the Back of the Blue Card Immunization Record, and fill out the Request for Exemption Form, and have their doctor sign the form.
- Upon receipt of the Request for Exemption Form the Generalist will review the form and make sure the physician has signed the form, and then attach the form to the front of the Blue Card Immunization Record.
- The Generalist will then inform the parent in an event of an outbreak of a vaccine preventable disease the child will not be able to attend school until the risk of the period ends.
- The Generalist will also inform the Site Supervisor and Center Clerk of the child who is exempted from immunizations using the following form:
 1. Annual Immunization Exemption Form.

PROGRAM PERFORMANCE STANDARDS REFERENCES

1304.20(a) (1) (ii) (A-C) Grantee and delegate agencies must: obtain from a health care Professional a determination as to whether the child is up-to-date on...the Latest immunization recommendations issued by the Center for Disease Control...as well as any additional recommendation from the local Health Service Advisory Committee based on prevalent community health Problems. For children who are not up-to-date...[staff] must assist parents in making the necessary arrangements to bring the child up-to-date. For children who are up-to-date...[staff] must ensure that they continue to follow the recommended schedule...Grantee and delegate agencies must establish procedures to track the provision of health services.

OTHER REFERENCES: California School Immunization Law for Childcare Providers, 7/2003