

Immunization

Head Start Performance Standards

§ 1302.15 (e)

Policy

Community Action Head Start will adhere to Oregon Health Authority's immunization requirements for Head Start facilities. Oregon state law requires that children who attend Head Start, and childcare facilities must provide up-to-date immunization records. Children cannot start school until immunization records have been reviewed and the Health Services Supervisor has determined that child has received the minimum number of immunizations required by law. Oregon law allows both nonmedical and medical exemptions. *Exceptions will be given for children who are homeless according to the McKinney-Vento Act.* The Health Services Supervisor will work with teachers to ensure that families are aware of resources for immunizations and that children are brought up to date on all immunizations. Head Start is required by state law to exclude children who are not in compliance with immunization requirements by state exclusion day (the third Wednesday in February).

Procedure for Obtaining Immunization Documentation

1. Families are asked to provide an immunization record for their child prior to the start of school. If the family cannot provide a record, designated staff (Teacher, Home Visitor or Health Services Supervisor) should check ALERT IIS database for records.

The Certificate of Immunizations Status (CIS) form is a legal document and one of the essential forms that must be completed before the child can attend school. After registration, the Health Services Supervisor and Health Services Assistants will review the child's immunization record to make sure that the child has had the minimum immunizations necessary to attend school and document it in the immunization tab in ChildPlus.

- Teachers will review the immunization tab in ChildPlus upon enrolling a child to confirm they have the minimum immunizations necessary to attend school.
- If a child does not have minimum immunizations to attend school the teacher will let the family know during the orientation phone call.
- The Teacher can assist parent(s)/guardian(s) to *complete* the CIS form. *However, only a parent/guardian, health care practitioner or authorized representative of the health department can sign to update CIS forms.*

Minimum requirements to attend any Head Start program:

Child 18 months or older	1 DTP (Diphtheria/Tetanus/Pertussis), 1 Polio, 1 Varicella, 1 MMR (Measles/Mumps/Rubella), 1 Hepatitis A, 1 Hepatitis B, 1 Hib (Haemophilus Influenzae Type B).
Child between 15-18 months of age	1 DTP, 1 Polio, 1 MMR, 1 Hepatitis B, 1Hib
Child between 2-15 months of age	1DTP, 1 Polio, 1Hepatitis B, 1 Hib

Community Action Head Start Washington County, Oregon

Please note that the minimum requirements to attend Head Start are different than a child being considered up to date. If a child enters Head Start with only minimum requirements, they must be up to date by the state exclusion deadline in February.

The Health Services Supervisor must confirm that the record provided is a verified record. The Teacher will review the CIS form to ensure that it is filled out completely, dated and signed by the parent/guardian. The form is not legal without a dated signature. It is acceptable to staple a copy of a verified immunization record from a clinic or health care provider's office to the *completed* CIS form.

2. A CIS or verified record must be uploaded in ChildPlus (under the immunization tab) for each child.
3. The Health Services Supervisor or Health Administration Assistance will enter the immunization status of each child into ChildPlus and will evaluate each child's immunization status to determine if the child is:

Complete — Child has finished all their shots or has had a disease.

Up to date (same as "current") — Child does not need shots now but will be due for shots in the future.

Exempt — providing proper paperwork is completed

Not received all / past due

4. The Health Services Supervisor will monitor the database immunization reports, notify teachers of any child(ren) that are missing required immunizations or documentation and are at risk of exclusion in February. The Health Services Supervisor will work with teachers to help families with children at risk for exclusion for incomplete/insufficient immunizations.
5. The Health Services Supervisor will conduct Primary and Secondary Immunization Reviews for the program and will complete all forms required by the Washington County Department of Health and Human Services.
6. Children with state-ordered exclusion from Head Start may not attend class or socializations until documentation is received that immunizations are completed. Home visits may continue. The child is not dropped from the program unless the family declines all services, and the child has not attended for 30 calendar days.
7. In accordance with State law, Community Action will share county immunization rates and Community Action Head Start immunization rates in three ways:
 - On Community Action's website.
 - In each classroom.
 - With parents, in electronic or paper format, such as an email, newsletter, or mailed copy.

Rates will be shared twice per year: within 30 days after the start of school, and within 30 days after the February immunization exclusion day.

Non-Medical Exemptions

Families have the right to ask for nonmedical exemptions to immunizations. In order to claim a nonmedical exemption, parents must do one of the following: The parent can be educated by their health care provider and have the practitioner sign a Vaccine Education Certificate, or the parent must watch the Oregon Health Authority's online vaccine education module for each vaccine they are claiming exemption from and print the Vaccine Education Certificate at the end of the module.

Parents must complete *two* documents for Head Start to claim a nonmedical exemption:

Community Action Head Start Washington County, Oregon

- Vaccine Education Certificate (from Oregon Health Authority Module or a signed copy from their health care provider)
- Certificate of Immunization Status (CIS) signed in the proper place – nonmedical exemption box

The parent will indicate on the CIS form which vaccine(s) child is exempt from by checking the appropriate box(es) and signing and dating the form. The Vaccine Education Certificate is kept with the child's Certificate of Immunization (CIS) form and a copy is scanned into Child Plus.

Medical Exemptions

In the case of a medical exemption (because the child has a specific medical condition), staff will obtain from the parent a letter signed by a licensed physician including the child's name, date of birth, the medical condition that prevents administering the vaccine or the diagnosis/lab report showing immunity to the disease, the list of vaccines that are exempt, the physician's signature, and contact information including a phone number.

The teacher will send a copy of the physician's letter to the Health Services Supervisor, who will then forward it to the Washington County Health Department for approval.

Homeless Children

If a child is homeless and does not have immunization records, the child will be allowed to attend, and the family can be given a 30-day grace period to provide records (as specified under the McKinney-Vento Act).

If a Disease Outbreak Occurs

In the event of a vaccine-preventable disease outbreak in a Head Start classroom, the program will follow the restrictions for children who are not immunized on a case-by-case basis as determined by the Washington County Health Department. The Health Services Supervisor will ensure that all affected parties receive appropriate instructions and follow-up.