



Management of Immunization Information and Records

Created: March 15, 2016

Revised: October 23 2017, May 6, 2020

Reference: Toronto Public Health Guidance Document 2017, 2019

Approved by Board of Directors: November 15, 2017

Policy

Our response to the management and reporting of communicable diseases and exclusion of ill children and staff/students and volunteers is crucial to our success in limiting current and future illness. Our ability to successfully manage communicable diseases relies on our ability to obtain and manage immunization information of the children and staff/students and volunteers, be vigilant in our observation of the children for signs and symptoms of infections, and notify Toronto Public health of any reportable communicable diseases confirmed or suspected at the centre. We must also ensure adherence to our exclusion policy and procedure and educate staff and parents to the Communicable Disease Information and reporting documents.

Procedure

In order to comply with the management and reporting of Communicable diseases the centre must adhere to the follow requirements. These requirements and the review of this policy will be undertaken initially upon hiring/unpaid placement and annually by all staff, students and volunteers, or when changes are made.

Managing Children's Immunization records:

- Inform families upon enrollment and as needed, the requirement to collect immunization records of their child who are not in attendance at a school, and submit up to date immunization information as they are received by the child
- Ensure all children enrolled have up to date immunization records on file before the child attends the centre
- Obtain an exemption document from families who choose not to immunize their child for medical, philosophical or religious reasons, which is to be kept on file
- Inform parents of children that have not been immunized, that should an outbreak occur of a communicable disease that they have not received an immunization, their child would be required to be picked up as soon as the centre is aware of the illness in the centre and unable to attend the centre until the outbreak was declared over by Toronto Public Health

Managing Staff Immunization records

- Inform staff, students and volunteers that before commencing employment a health assessment and immunization is required by Toronto Public Health and is submitted to the supervisor.
- Ensure all staff, students and volunteers have up to date immunization, and TB test on file.
- Inform new hired staff, students or volunteers that TB test are only valid if they have been obtained in the last six months.
- Review staff files annually to ensure that immunization records are up to date and provide staff in writing immunization requirements that need updating and a time line to meet this requirement.



- Obtain an exemption document from staff, student or volunteers who choose not to immunize for medical, philosophical or religious reasons, which is to be kept on file.
- Inform staff, students and volunteers that have not been immunized, that should an outbreak occur of a communicable disease that they have not received an immunization, they would be unable to work at the location, where the illness is confirmed.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: