

## IMMUNIZATION

### POLICY

It is the policy of Cook's School Day Care Inc to maintain an up-to-date copy of each child's and adult's immunization record on file in the:

- Centre office for centre-based children.
- Agency office and in the provider's home for home-based adults and children.
- Head office for all staff, students and volunteers.

The local Health Unit's routine immunization schedule must be followed.

### PROCEDURE

#### CHILDREN

1. The Supervisor, ECE Consultant/Home Visitor, or Executive Director will collect a copy of the child's immunization record upon enrollment to the centre or home-based program. Parents are informed to keep the records current at all times.
2. The information is relayed to the local Health Unit using its method of reporting.
3. The local Health Unit will contact families who do not have up-to-date or no records of immunization to encourage the schedule be adhered to for the child's safety and to assist with reducing the risk of illness outbreak.

#### ADULTS

1. The Supervisor or Executive Director will collect a copy of the centre-based adults' immunization records, including proof of tb test prior to commencement of duties. Staff are informed to keep the records current at all times.
2. The ECE Consultant/Home Visitor or Executive Director will collect a copy of the immunization records for the home-based providers and persons normally resident in the home, including proof of tb test prior to commencement of the contract. Providers and persons ordinarily in the home are informed to keep the records current at all times.

#### OBJECTION TO IMMUNIZATION

Those who object to being immunized must complete as instructed and provide one of the following:

- Statement of Conscious or Religious Belief for Child/Individual.
- Statement of Medical Exemption for Child/Individual.

The forms are available from Cook's or can be accessed by name at

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/?opendatabase&ENV=WWE>.

#### IF AN OUTBREAK OCCURS

If there is an outbreak of a disease at the setting where the child or adult is attending or working, the Health Unit would make recommendations under their outbreak protocols for the unimmunized person.

### MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.