

Beacon Learning Centre Immunization Policy

Approved by: Violeta Looker

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1. Policy Statement

Beacon Learning Centre is committed to ensure that all employees, volunteers and children in attendance at our centre have up to date immunization records as recommended by the local medical officer of health as per the *Child Care and Early Years Act, 2014*. ECE Placement students are required by their affiliated school to provide *Beacon Learning Centre* with an immunization record. Co-op high school students are not required to provide their immunization records as this is verified by their school. Our childcare centre will participate in the annual child immunization record verification (surveillance) process with Ottawa Public Health.

2. Purpose

The purpose of this policy is to provide guidelines for ensuring that the immunization information is collected and maintained for every child admitted, for all employees, and volunteers and from time to time thereafter. Provide guidelines for ensuring that any person (parent or employee) who objects to immunization due to medical or non-medical reasons completes a standardized ministry approved exemption form from the Ministry of Education.

3. Application

This policy applies to all employees, volunteers, and children in attendance at the *Beacon Learning Centre*.

4. Roles and Responsibilities

Child Care Licensee is responsible for:

- collecting and maintaining a file system with a copy of the immunization record and/or standardized ministry approved exemption form from the Ministry of Education for each attendee;
- collecting and maintaining a file system with a copy of immunization record

and/or standardized ministry approved exemption form from the Ministry of Education for each employee;

- providing notices supplied by Ottawa Public Health to parents/guardians and employees as necessary;
- providing each employee in the childcare centre with a copy of “Immunization for all employees and volunteers working in childcare centres”, see Appendix 1;
- maintaining an up to date list of child attendees who attend the childcare centre and providing an electronic list of attendees to Ottawa Public Health on an annual basis in September.

All Employees and Volunteers:

Each employee and volunteer is responsible for reviewing the “Immunization for all employees and volunteers working in child care centres” (APPENDIX 1) and providing the *Beacon Learning Centre* with a copy of their immunization record. An employee or volunteer who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

5. Policy Description

Updating Ottawa Public Health:

The childcare licensee will provide an electronic list of all children enrolled at their centre to Ottawa Public Health on an annual basis in September. The list of attendees will be sent to Ottawa Public Health using a secure file transfer method.

Collection of Children Immunization Record/Exemption:

Beacon Learning Centre will collect and maintain, on file at the premises, a copy of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each child registered at the childcare centre for three years after the child no longer attends.

Beacon Learning Centre requires that each parent/guardian provide a copy of their child’s immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education to the childcare licensee, and provide a copy to Ottawa Public Health.

- Exemptions:

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A parent/guardian who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository (for children, parents must select “parent of a child”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of children or employees who have an incomplete immunization record from attendance at a childcare centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:

Beacon Learning Centre will inform the parent/guardian that they must provide the childcare licensee with updates any time a child receives an immunization.

Beacon Learning Centre will inform the parent/guardian that they should also provide Ottawa Public Health with any new immunization information.

- Verification of Records:

The childcare licensee will screen the immunization records upon receipt to determine if the record appears up to date according to the Ontario Publicly Funded Immunization Schedule

http://www.health.gov.on.ca/en/pro/programs/immunization/docs/immunization_schedule.pdf

The childcare licensee will inform the parent/guardian of any potential discrepancies noticed and encourage the parent/guardian to contact Ottawa Public Health for further assessment.

Annually the childcare licensee will participate in the OPH childcare immunization verification process (Surveillance).

Collection of Employee and Volunteer Immunization Record/Exemption:

Upon the hiring of a new employee, the childcare licensee will provide the

employee with a copy of “Immunization for all employees and volunteers working in child care centres” see Appendix 1.

Beacon Learning Centre licensee will collect and maintain copies of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each employee of the childcare centre for three years after the employee or volunteer are no longer working at the centre.

- Exemption:

An employee or volunteer who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the childcare licensee.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository: (for staff – select “an individual”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of persons who have an incomplete immunization record from presence at a childcare centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:

Beacon Learning Centre requires that each employee and volunteer provide the childcare licensee with updates any time they receive an immunization.

6. Monitoring/Contraventions

All employees and volunteers are responsible for adherence to this policy.

7. Legislative & Administrative Authorities

Child Care and Early Years Act, 2014, SO 2014, c 11, Sched 1. Available from: <https://www.ontario.ca/laws/statute/14c11>

APPENDIX 1: Immunization for all employees and volunteers working in child care centres

Keeping your immunizations up-to-date is important for everyone. You are at risk of exposure to communicable diseases such as varicella, measles, mumps, rubella, influenza and pertussis because of the close contact you have with children. You can also spread diseases to young children if you become ill.

Required immunizations for employees and volunteers working with children

- **Tetanus, Diphtheria, Pertussis (Tdap)** – for adults, one dose is needed, followed by Tetanus Diphtheria (Td) every ten years
- **Measles, Mumps and Rubella (MMR)** – for adults born in or after 1970, two doses of MMR vaccine are needed; adults born before 1970 can be considered immune

Child care centres may use this [Pre-employment Immunization Form](#) (PDF, 1 page, 430 kb) to gather immunization information from their staff.

Recommended immunizations and immunity testing

Influenza (flu)

Annual influenza vaccination is recommended for everyone, but especially staff providing regular care to children less than 60 months of age. Children of this age are at high risk of influenza-related complications.

Varicella (chickenpox)

Staff with an unknown history of chickenpox disease should receive two doses of vaccine **or** have laboratory evidence of immunity or infection. Staff with a history of physician-diagnosed chickenpox are considered immune.

Hepatitis B

A three-dose series of hepatitis B vaccine (or laboratory evidence of immunity) is recommended for **all** child care staff. The vaccine is especially recommended for staff in centres where a child or worker has acute hepatitis B or is a hepatitis B carrier. However, children with hepatitis B infection are usually asymptomatic and you might not know the hepatitis B status of all children.

Staff may have received a two-dose series of hepatitis B vaccination as part of a voluntary immunization program in school in Ontario. A three-dose series of combined hepatitis A and B vaccine is also available.

Hepatitis B is a blood-borne virus.

Hepatitis A

A two-dose series of hepatitis A vaccine is recommended for all staff, including food handlers.

A three-dose series of combined hepatitis A and B vaccine is also available.

Hepatitis A is a virus that is shed in the stool. It is spread person-to-person by the fecal-oral route. Children who have hepatitis A often don't show symptoms. Changing diapers means hepatitis A could spread to staff. Food handlers with hepatitis A infection who do not wash their hands after having a bowel movement can spread the virus to others through food preparation.

Pneumococcal Conjugate

One dose is recommended for staff ages 50 years and older. Immunity is considered to be lifelong.

Tuberculosis screening

Tuberculosis screening is no longer required for staff working in licensed child care settings.

Exemptions from immunization

Amendments to the *Child Care and Early Years Act, 2014*, mean that as of August 29, 2016, **licensed child care workers** seeking exemptions from immunization for religious, conscientious or medical reasons **must submit one of the Ministry of Education exemption forms** found below:

- Statement of Conscience or Religious Belief – must be signed by a Commissioner for Taking Affidavits
- Statement of Medical Exemption – must be signed by a healthcare provider and include their license or registration number

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SUBMITTING AN EXEMPTION

If you are a licensed child care worker seeking exemption, you must submit a Ministry of Education *Child Care and Early Years Act 2014* exemption form to your employer. The form will be kept on file at the child care centre for review by a Ministry of Education licensing officer.

Exemption forms from licensed child care workers are not collected by Public Health and do not need to be forwarded to us at this time.

If there is an outbreak of a vaccine-preventable disease, an employee who is not adequately immunized, or who has an exemption on file, may be excluded from working at the child care program until the outbreak is over. It is recommended that staff who are not immunized sign a document that clearly outlines the actions that your program will take in regards to employment (e.g., unpaid leave, paid time off, reassignment) in the event of an outbreak of a vaccine-preventable disease at the child care facility.