

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 317

SUBJECT: VACCINATIONS OF STUDENTS

Legal References: *Immunization of School Pupils Act, R.S.O. 1990; Regulation 645 General; Policy and Program Memorandum 161*

Related References: *Administrative Procedure 314 Supporting Students with Prevalent Medical Conditions in Schools*

1.0 Safe Administration of Vaccinations

This administrative procedure is intended to ensure the safe administration of vaccinations in schools in Avon Maitland District School Board.

2.0 Procedures

- 2.1 Schools will cooperate with the procedures used by the Perth and Huron District Health Units respectively for obtaining necessary consents for vaccinations taking place in schools during the school day.
- 2.2 Permission forms will be distributed through the schools. Returned forms will be stored in the school office until collected by the Health Units.
- 2.3 Schools will provide the Health Units with space on the days that vaccinations take place.
- 2.4 On the day of administration, only students with completed Health Unit forms (or, in secondary schools, those who wish to be vaccinated) will be sent to the area of the school in which the vaccinations are taking place.
- 2.5 Early years and primary students for whom vaccination consent forms have been received and who are to be vaccinated should wear a label that clearly identifies them by name.
- 2.6 Elementary students who are to be vaccinated must be accompanied by a teacher or volunteer who knows the students. This volunteer or teacher must check the identity of each student being vaccinated before they are vaccinated, and confirm with the Health Unit staff that the necessary consent form has been completed.
- 2.7 The wishes of parents who verbally withdraw permission for vaccination prior to vaccinations taking place must be respected. A record of these requests must be kept on Form 317 Record of Parental Requests to Withdraw Permission for Vaccination.