



## DAYCARE IMMUNIZATION GUIDELINES

### Guidelines for Childhood Immunization

1. Ensure that each child is immunized PRIOR to entering your daycare. Consult the recommended schedule for specific requirements. There may be medical, conscientious or religious reasons for not immunizing children. Forms can be obtained through the Thunder Bay District Health Unit. A signed objection statement must be kept as part of the child's file.
2. Complete an Enrolment List (IMT-406). Include ALL children, at the beginning of each new school year. Please include any name changes. Submit the list to the Thunder Bay District Health Unit by the end of October. Please make sure that the spelling of all names is correct and that the date of birth is accurate and written in the same order e.g. year/month/day.
3. Distribute Day Nursery Entry Form of Immunization (IMT-402) to parents/guardians of each new child. Collect completed forms and return to the Health Unit.

Ensure that the form is filled out correctly, including any change of names. All this information is needed to identify the children in our files. Please remind parents that it is their responsibility to inform the Health Unit of their child's immunization. **The doctor does not provide this information to the Health Unit.**

4. The IMT-402 forms are assessed by the Thunder Bay District Health Unit. The day care will be notified if any child's record is incomplete.
5. Attached are examples of these forms:
  - Enrollment List (IMT-406)
  - Day Nursery Entry Form of Immunization (IMT-402)

### Immunization Requirements for Staff

Each operator of a Day Nursery should ensure that all employees are immunized as recommended by the local Medical Officer of Health.

- Recommended childhood immunizations. Complete childhood immunization series including Td, Polio.
- A Tetanus, Diphtheria (Td) booster is required every 10 years. Adults who have not received a pertussis containing tetanus booster Tdap in adolescence, should receive a Tdap.
- Combined Measles, Mumps, Rubella Vaccine (MMR).
- Tuberculosis (TB) Skin Test  
All staff must have a tuberculosis skin test on commencement of employment unless they have documented proof of a previously positive tuberculin skin test, in which case, no further testing is required.
- Polio boosters are not given to adults routinely.
- Influenza immunization is recommended every year.

### Guidelines for Staff Immunization

**NB. It is recommended that everybody keep a personal record of his/her immunization.**

It is the responsibility of the Day Nursery to monitor staff immunization compliance.