

# IMMUNIZATION GUIDELINES FOR LICENSED CHILD CARE OPERATORS

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The information in this document was updated to reflect the requirements in the Child Care and Early Years Act, 2014. For child care (day cares) in the city of Thunder Bay and surrounding rural communities, please direct any questions to a nurse in the Vaccine Preventable Diseases (VPD) program by calling 625-5900 during business hours from Monday to Friday, 8:30am to 4:30pm. For day cares in the communities in the District of Thunder Bay, please call your nearest branch office.

## Child Care and Early Years Act, 2014 (CCEYA) - Operator Requirements

**Under Section 35** of the CCEYA childcare operators **MUST**:

- ensure that every child is immunized as recommended by the local Medical Officer of Health (MOH) before being admitted and from time to time thereafter as requested by the MOH.

**Under Section 72** of the CCEYA childcare operators **MUST**:

- maintain enrolment and immunization records for all children.
- provide a copy of both the enrolment and immunization records to the local MOH as requested and include any child who is not attending school within the meaning of the *Education Act*.
  - o NOTE: Children attending integrated before-and after-school programs will have their records assessed through their school.

## Immunization Requirements for Children in Ontario

Licensed child care (day care) operators in the Thunder Bay District are responsible for ensuring children attending their facility have up-to-date immunizations, according to Ontario's publicly funded schedules (<http://bit.ly/2hOxAL5>) for the following diseases:

- tetanus, diphtheria, pertussis, polio, Hib (haemophilus influenza type b)
- measles, mumps, rubella
- meningococcal
- varicella (chickenpox)

NOTE: More information of each of these diseases is available in the Common Childhood Infections guide, available on the Health Unit's website (TBDHU.COM). To locate the document, enter "Common Childhood Infections Guide" into the search field on the main page.

## **Enrolment Lists**

### ***Annual Submission of Day Care Enrolment List***

The Health Unit will send an enrolment list (IMT-406) to the day care operator by the end of August each year. The operator will verify the list to ensure all children who are registered in the day care are included and indicate which children have left the day care by drawing a line through the names of these children. The enrolment list will be generated from the current list given to the TBDHU.

All new children will be required to provide a completed Day Care Entry Immunization Form (IMT-402). Please see below for more details on this form.

The City of Thunder Bay daycares will continue with the current practice of sending in their list by the beginning of September each year.

### ***Monthly Submission of Day Care Enrolment List***

Each month, the operator must provide the Health Unit with an updated copy of this list (IMT-406) if any changes have occurred.

Any new children will be required to provide a *completed Day Care Entry Immunization Form (IMT-402)*. Please see below for details.

## **Immunization Information Forms**

### ***Day Care Entry Immunization Form (IMT-402)***

This form (IMT-402) must be completed by the parent/guardian of the child and submitted to the day care. Operators should review the form to make sure it is completed correctly, including any change of names to ensure the child can be identified in the provincial immunization database.

Unfortunately, health care providers do not routinely provide immunization information to the Health Unit; this is the responsibility of the parent/guardian.

The day care must then provide these forms to the Health Unit. The Health Unit will review the form and assess child's record.

Day care operators must also keep a copy of the child's immunization record onsite.

## ***Day Care Request for Immunization Information Form (IMT-408)***

If a child's record is incomplete, the day care will receive a copy of this form (IMT-408). The operator must then provide the form to the parent/guardian in a timely manner.

The form describes the options available to parents/guardians on how they can get the information to the Health Unit to ensure their child's record is up-to-date.

The day care should ask the parents/guardians to supply a copy of the updated information for the child's immunization record that must be kept onsite.

## ***Immunization Exemption***

There may be medical or conscience/religious reasons for not immunizing children.

If this is the case, the parent/guardian must submit approved Ministry of Education forms.

As of August 29, 2016, the following forms must be used:

- a *Ministry of Education Statement of Medical Exemption form*. The form must contain the health care providers (physician or nurse practitioner) signature and license/registration number. Please note this is NOT the same form that is used for children attending school. The form can be downloaded here: <http://bit.ly/2kxiA5w>
  
- a *Ministry of Education Statement of Conscience or Religious Belief affidavit*. The affidavit must contain a commissioner of oath's signature and contact information. Please note this is NOT the same form that is used for children attending school. The form can be downloaded here: <http://bit.ly/2jVxjUA>

A copy of the completed form **MUST** be submitted to the Health Unit as this information is entered into the child's record in the provincial immunization database.

In addition, a copy must be kept in the child's file at the day care.

Any written objections to immunization that were obtained prior to August 29, 2016 will be considered compliant; but **must be replaced by an approved objection/exemption form and notarized as outlined above before September 1, 2017.**

## ***Immunization Exemptions and Outbreaks***

In the event of vaccine preventable disease outbreak at the facility, all children not immunized for that disease will not be permitted to attend the day care until the outbreak is declared over OR as directed by the Medical Officer of Health (MOH) or designate. X

## Immunization Requirements for Staff

**Under Section 57 of the CCEYA** licensed childcare operators must ensure that all employees are immunized as recommended by the local Medical Officer of Health (MOH).

For all licensed day care operators in the District of Thunder Bay, staff must have the following immunizations:

- Complete childhood immunization series including Td, Polio and Pertussis
- A Tetanus, Diphtheria (Td) booster is required every 10 years. One of these boosters should be a pertussis containing tetanus booster (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.

NOTE: Polio boosters are not routinely given to adults and influenza (flu) immunization is recommended every year. For staff, any written objections to immunization that were obtained prior to August 29, 2016 will be considered compliant; but **must be replaced by an approved objection/exemption form and notarized as outlined in the above section on exemption before September 1, 2017.**

The Health Unit does not monitor staff immunization compliance. This is the responsibility of the day care operator.