

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-64
Subject: IMMUNIZATION PROGRAM	Date of Issue: 8/13/92
Preparing Office: Office of the Superintendent	Amended: 1/12/05

I. Policy 420.2

II. Procedures

A. School Admission/Retention

1. Maryland law requires evidence of complete primary immunizations against certain childhood communicable diseases for all students in preschool through twelfth grade who enter a Maryland public school for the first time regardless of age.
2. Minimum vaccine requirements, issued on a yearly basis by the Maryland Department of Health and Mental Hygiene, will be used to determine the vaccinations that are necessary to enroll and remain in school.
3. Immunization records are to be sent to the health services staff in each school as soon as the student enrolls.
4. The school health services staff will review the immunization records to ensure that the immunizations are complete.
5. Students who have a medical or religious exemption may be admitted without immunizations.
 - a. Medical contraindications (i.e. possible threats to student's health) must be signed by a health care provider and must indicate the reason that the immunization would constitute a serious threat to the student's health and whether or not the contraindication is temporary or permanent. If temporary, an estimated time that the immunization is contraindicated should also be included.
 - b. Parents may claim an exemption to immunizing their child if it is against their religious beliefs and practices at any time. To be granted an exemption the parent is required to sign the DHMH 896 affirming a religious objection.
 - c. The religious exemption does not apply in case of an emergency or epidemic of disease that is declared by the Department of Health and Mental Hygiene Secretary or health officer, at which point FCPS would follow the direction of the DHMH or health officer.

6. A student who is homeless may not be excluded from school for noncompliance with the immunization requirement for school entry. Documentation supporting the homeless status of the student should be attached to the DHMH 896. The school health services staff should assist the student and family in obtaining the required immunizations.

B. Temporary Admission

1. The school principal may temporarily admit a student to, or retain a student in, school if the student, parent or guardian presents evidence of an appointment with a health care provider or health department to:
 - a. receive a required immunization;
 - b. reconstruct a lost record; or
 - c. acquire evidence of age-appropriate immunity.
2. The evidence should be submitted in writing and attached to the 896.
3. The date of the appointment may not be later than 20 calendar days following the date the student was temporarily admitted or retained.
4. Proof of an appointment should be a written statement from the health care provider or Health Department on a prescription pad or letterhead.
5. If the local Health Department offers a walk-in immunization, no appointment necessary clinic, a letter from the child's parent/guardian stating the date and location of the immunization clinic will be sufficient as proof of the appointment.
6. The school principal shall exclude a student who has been temporarily admitted or retained on the next school day following the appointment date if a student fails to provide evidence of required immunizations.
7. The school health services staff will assist students and families in obtaining needed immunizations as necessary and appropriate.

C. Record Keeping and Reporting

1. The DHMH form 896 will be used to record immunization data. Each student record must contain an original or photocopy of this form.
2. When vaccines are administered subsequently to completion of an 896, the date of the additional dose should be recorded, initialed and dated on the original 896 or a new 896 may be generated.

3. Computer generated labels may be affixed to the 896 card in lieu of hand or type written data. If labels are used, they should be placed directly over the corresponding printed area.
4. Should the school receive a DHMH 896 that contains vaccine information and a signature without a title or date, the school health nurse shall confirm the title of the person who signed the form and fill it in on the form. The school nurse should also sign the form with her/his name and title and date the form.
5. Immunization records are to be filed in the student health record in the health room in each school.
6. The principal/designee shall maintain lists of students granted medical or religious exemptions.
7. Annually, by November 15, a school official/designee must provide an immunization report to the Department of Health and Mental Hygiene that contains the number of students new to the school.
8. Immunization records are kept to age 21 (special education students to age 25) at the last school attended, then discarded.

Approved:

Original signed by

Linda D. Burgee
Superintendent