

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0164(MD) Subject: Immunization Requirements

Effective Date: July 1, 1988 Last Revision: 06-29-2012

Person Responsible: Director of Children's Services

Approvals/Date:

Handwritten signatures and dates: Superintendent, WCBDD (6/26/12), Date, Department Director (R. Spence), Date (6/12)

PROCEDURE

- 1. Immunization letter and form (03-WLS-ALL-0887 (03-WLS-ALL-0614) will be part of the intake packet or new enrollees. Immunization records shall be maintained as a part of the student's health record and are available to the parent/guardian upon request.
2. All immunization records will be reviewed by the Children's Services Nurse upon entrance into the program and semiannually thereafter to ensure currency.
3. Within one week of enrollment or the beginning of a new school year, the Children's Services Nurse will notify parent/guardian in writing if immunization record is not up to date and request necessary information. (03-WLS-ALL-0888) The letter will also inform parent/guardian of the possibility of suspension from school attendance if proof of immunization update and/or "in the process of being so immunized" is not received within one additional week (total of fourteen days after entry or beginning of school.
4. If information regarding compliance is not received by the fourteenth day, the Director of Children's Services will notify the parent/guardian, in writing, of the child's exclusion from school until such time as proof of required immunizations is received. (03-WLS-ALL-0889 For school-aged students, the school district of residence will also be notified.
5. Any student so excluded will be readmitted upon presentation of evidence of immunization progress that meets state requirements according to Ohio Revised Code 3313-671
6. Required immunizations may be waived in the following incidences: a) certification by a student's physician that such immunizations are medically contraindicated; b) presentation of a written statement of student's parent/guardian objection to immunizations for good cause, including religious conviction; c) certification by a student's parent and/or physician that the student has had natural rubeola and/or natural mumps. All certification/statements must be in writing and will be maintained in the student's permanent record, along with evidence that a waiver exists.
7. Parent/guardian must be notified that their student is subject to exclusion from the program in the event of a Wood Lane-based outbreak of disease pertinent to exempted immunization.
8. Additional vaccines and/or immunizations may be required to maintain compliance with federal, state and local mandates.

References: Ohio Revised Code 3313.671; 3701.13

Attachment: Immunization Summary for Child Care, Head Start, Pre-School and School Attendance

Forms: 03-WLS-ALL-0614
03-WLS-ALL-0887
03-WLS-ALL-0888
03-WLS-ALL-0889

dl/procedure0164