

School Immunization Clinics and Immunization of School Pupils Act Process

Grade 7/8 Immunization Clinics			
Item	Activity	Instructions/Notes	Date for Completion
1	Health Units obtain copies of the Boards' Ministry approved calendars	Managers of Communications will send the calendars to: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	As available, mid-May - June
2	Health Units propose a clinic schedule, including required location for the clinic, for each school	Draft clinic schedule to be sent to Managers of Communications for review against system calendars	Mid-June
3	Managers of Communications review the proposed schedule and communicate back to each Health Unit any system dates that may pose a problem (including review of the athletics calendar, as able)	Contacts: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	Mid-June
4	Health Units update proposed schedule and send back to Managers of Communications	Contacts: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	Mid-June
5	Managers of Communications send the proposed clinic schedule to all principals for review and confirmation	Managers of Communications will follow-up to ensure all principals respond	Mid-June

Item	Activity	Instructions/Notes	Date for Completion
6	Principals either approve the clinic schedule or identify conflicts	In the event conflicts are identified, Managers of Communications will work with BCHU Manager, Chronic Disease Prevention, and HNHU Program Manager, School Health to determine a resolution	End of June
7	Managers of Communications will confirm with Health Units when all principals have approved the schedule	Contacts: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	End of June
8	Health Units will prepare final immunization clinic calendars and set-up maps, and send to Managers of Communications	Calendars should include: <ul style="list-style-type: none"> - Clear and descriptive title - Location required for the clinic at each school - Dates for STIX board import - Dates when class list information will be required 	End of June – Mid July
9	Health Units post final calendars to Health Unit websites		Mid-July
10	Managers of Communications populate system calendars with immunization clinic data		Mid-July
11	Managers of Communications will add immunization clinics to the Community Use calendar	<ul style="list-style-type: none"> - Includes completion of appropriate “community use of schools online permit” for use of requested school location - Health Unit set-up maps to be attached to the calendar - Health Units will provide certificates of insurance, if 	Mid-July

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		required, to Managers of Communications	
12	Managers of Communications will share the final calendar with superintendents of families of schools and school principals	Managers of Communication will request the principal share these calendars with Grade 7 teachers and custodian on the first day of school	August
13	Managers of Communications provide Health Units with up-to-date contact information for school principals and secretaries, including emails addresses for both (where available)	<p>This information should be sent to:</p> <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health <p>Whenever possible Managers of Communications will provide updates to Health Units when aware of staffing changes that occur during the school year</p>	<p>Contact info is required two times each school year:</p> <ul style="list-style-type: none"> - August - 2nd week of March (elementary schools)
14	Health Units to request STIX board import and class list data from each board from data service managers	<p>This request to include the following:</p> <ul style="list-style-type: none"> - Completed disclosure agreement - Dates of STIX board import (3x per year) - Information required in STIX board import - Dates class lists required - Grades required for class list information - Information required in the class list file 	End of August

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		Contacts: <ul style="list-style-type: none"> - BCHU: Secretary, Vaccine Preventable Diseases Program - HNHU: IS Resource for Panorama 	
15	Managers of Communications will approve health unit promotional material	Any promotional material (posters, parent letters, fact sheets, etc) that health units will require schools to distribute or post will be provided to Managers of Communication for approval Contacts: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Coordinator, School Health 	Early August
16	Health Units will provide schools with immunization clinic material	School nurses will provide schools with the following: <ul style="list-style-type: none"> - Posters advertising school clinics, including dates and location for clinics - Consent packages (letter, consent form, fact sheet) for the school to send home with students (backpack method) - Instructions for return of consent forms (date, who to collect from teacher/secretary) - Map of set-up requirements for school custodian 	End of August/Beginning of September Posters for spring clinics to be provided in April

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		<p>Use of the previously approved location is strongly recommended, however in extenuating circumstances a change in location could be discussed between the principal and the school nurse. An alternate location must have sufficient space, connectivity, ventilation and be approved prior to the school clinic by the BCHU Director, Health Protection, or HNHU Program Manager, School Health. If an alternate location is selected then information must be updated in the Community Use of Schools calendar</p>	
17	Managers of Communications will remind schools about immunization clinic calendar	<p>Strategies could include:</p> <ul style="list-style-type: none"> - Ask principals to include in their first staff meeting - Ask schools to include in their school website - Ask schools to tweet information - Display the poster with dates/location 	Beginning of September
18	School immunization clinics executed by Health Units	<p>Health Units will arrive at the schools on the approved dates to deliver the immunization services to students.</p> <p>The following components of the program were discussed: Approved space should be available for nurses when</p>	Per calendar schedule

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		<p>they arrive and set-up according to the map</p> <ul style="list-style-type: none"> - Health Units will ask students to remain in the approved location for 10min of observation following immunization supervised by health unit staff - Health units will provide the school with missed dose slips for students who were not present the day of the clinic, or students who a consent form was not received for. These slips should be sent home with students - BCHU will continue to immunize students during nutrition breaks - HNHU will not immunize students during nutrition breaks 	
19	Requests to change immunization clinic date by the school, school board, or health unit	<p>Changing a clinic date, once approved, will only be considered in extreme circumstances.</p> <p>Requests to change will be handled through Managers of Communications. Managers of Communications will work with BCHU</p>	Ongoing

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		<p>Manager, Chronic Disease Prevention, and HNHU Program Coordinator, School Health to determine a solution. In the event a solution cannot be found the Health Unit would provide the school with missed dose slips to send home with students</p>	
20	<p>Health Units to communicate any issues identified during the execution of the school clinics to Managers of Communications and vice versa</p>	<p>Email, phone or text may be used to communicate with Managers of Communications. Managers of Communications will assist with issues as available, however due to other demands may not be able to resolve an issue immediately.</p> <p>Contacts:</p> <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention <p>HNHU: Program Manager, School Health</p>	Ongoing

Secondary School Clinics			
Item	Activity	Instructions/Notes	Date for Completion
1	Health Units to notify Managers of Communications of any high school clinics that may be offered as part of the suspension process and potential dates for these clinics	BCHU offers catch-up clinics in the high schools. BCHU will provide the dates that clinics could be offered. Contacts: <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	June
2	Managers of Communications to contact high school principals regarding clinic dates and will send completed availability data back to the Health Unit	BCHU will provide a table with potential dates for high school principals to populate. Based on this completed table a proposed schedule will be drafted	June
3	Health Unit to provide draft schedule to Managers of Communications to share with high school principals and confirm clinic dates	Confirm that the proposed dates can be finalized with the schools	June
4	Health Units will prepare final catch-up clinic calendars and set-up maps, and send to Managers of Communications	Calendars should include: <ul style="list-style-type: none"> - Clear and descriptive title - Location required for the clinic at each school - Dates when class list information will be required 	End of June – Mid July

Item	Activity	Instructions/Notes	Date for Completion
5	Managers of Communications will add immunization clinics to the Community Use calendar	<ul style="list-style-type: none"> - Includes completion of appropriate “community use of schools online permit” for use of requested school location - Health Unit set-up maps to be attached to the calendar - Health Units will provide certificates of insurance, if required, to Managers of Communications 	Mid-July
6	Managers of Communications populate system calendars with immunization clinic data		Mid-July
7	Managers of Communications provide Health Units with up-to-date contact information for secondary school principals and secretaries, including emails addresses for both (where available)	<p>This information should be sent to:</p> <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health <p>Whenever possible Managers of Communications will provide updates to Health Units when aware of staffing changes that occur during the school year</p>	2 nd week of January
8	<p>Prior to the secondary school immunization clinics the Health Units will email principals the names of students who are outstanding for ISPA immunizations.</p> <p>This is a courtesy email for school principals detailing number of students who may be absent if immunizations are not caught up.</p>	Health Units would appreciate if the secondary schools would encourage students outstanding with ISPA immunizations to attend the clinic offered at the school. School staff are not required to contact families as part of this process.	January/February

Item	Activity	Instructions/Notes	Date for Completion
9	Health Units will provide schools with immunization clinic material	<p>Include the following information:</p> <ul style="list-style-type: none"> - Script for announcements to be used on clinic day - Script for automated reminder calls (if school is able) - Map of set-up requirements for school custodian <p>Use of the previously approved location is strongly recommended, however in extenuating circumstances a change in location could be discussed between the principal and the school nurse. An alternate location must have sufficient space, connectivity, ventilation and be approved prior to the school clinic by the BCHU Director, Health Protection, or HNHU Program Manager, School Health. If an alternate location is selected then information must be updated in the Community Use of Schools calendar</p>	Approx. two weeks prior to clinic date

Item	Activity	Instructions/Notes	Date for Completion
10	School immunization clinics executed by Health Units	<p>Health Units will arrive at the schools on the approved dates to deliver the immunization services to students. The following components of the program were discussed:</p> <ul style="list-style-type: none"> - Approved space should be available for nurses when they arrive and set-up according to the map - Health Units will ask students to remain in the approved location for 10min of observation following immunization supervised by health unit staff 	Per calendar schedule
11	Requests to change immunization clinic date by the school, school board, or health unit	<p>Changing a clinic date, once approved, will only be considered in extreme circumstances.</p> <p>Requests to change will be handled through Managers of Communications. Managers of Communications will work with BCHU Manager, Chronic Disease Prevention, and HNHU Program Manager, School Health to determine a solution. In the event a solution cannot be found the Health Unit would provide the school with missed dose slips to send home with students</p>	Ongoing

Item	Activity	Instructions/Notes	Date for Completion
12	Health Units to communicate any issues identified during the execution of the school clinics to Managers of Communications and vice versa	<p>Email, phone or text may be used to communicate with Managers of Communications. Managers of Communications will assist with issues as available, however due to other demands may not be able to resolve an issue immediately.</p> <p>Contacts:</p> <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Manager, School Health 	As needed

Enforcement of the Immunization of School Pupils Act (ISPA)**HNHU:** 2 suspensions each school year (elementary in fall, secondary in spring)**BCHU:** 1 suspension each school year for both elementary and secondary in the spring**Note:** Health Units have detailed internal processes to handle student exclusions related to ISPA, however only the processes that impact, or may impact schools, are included in this process

Item	Activity	Instructions/Notes	Date for Completion
1	Health Units to notify Managers of Communications of suspension date(s) for the upcoming school year	Contacts: <ul style="list-style-type: none">- BCHU: Manager, Chronic Disease Prevention- HNHU: Program Manager, School Health	June
2	Health Units communicate directly with families via mail and phone	In some cases assistance may be required in order for the health unit to successfully connect with a family. School staff are not required to contact families as part of this process. This could include: <ul style="list-style-type: none">- Step 1: Verification of correct contact information with Supervisors of Data Services- Step 2: Problem-solving directly with principal (under exceptional circumstances i.e. family moves frequently, temporary custody situation, etc.)	BCHU sends a letter to students overdue with ISPA requirements in the summer and winter HNHU sends letters to elementary students in the summer and secondary students in the winter Health Units may reach out to Data Services or school principal as needed
3	Health Units to send communication to elementary and secondary school principals and secretaries regarding upcoming suspension and suspension process	This email will contain the following information: <ul style="list-style-type: none">- Important dates	January/February

Item	Activity	Instructions/Notes	Date for Completion
		<ul style="list-style-type: none"> - Sample of letter and suspension order - Checklist with process and timelines - Secondary school clinic information (per secondary school clinic process) 	
4	<p>Prior to the suspension date Health Units email both school principal and secretary names of students who are not compliant with ISPA (elementary and secondary).</p> <p>This is a courtesy email for school principals detailing number of students who may be absent if immunizations are not caught up.</p>	<p>These emails are intended to provide the principal/secretary a reminder of the suspension date, as well as an idea of how many students may be excluded (subject to change).</p> <p>School staff are not required to contact families as part of this process.</p>	Two weeks prior to suspension
5	At the end of the day prior to suspension Health Units will email the principal and secretary the names of the students who are to be excluded (elementary and secondary schools)	The Health Units expect that if any students who are on this list who arrive at school will be excluded and sent home	End of the last business day prior to suspension
6	Health Units will email both the principal and secretary an updated list each morning during the suspension process (elementary and secondary schools)	Health Units will endeavor to provide schools with more than one update per day, however due to the volume of potential calls, emails and faxes, this should not be an expectation	Each day following suspension, until no students remain on the list for the school, or when 20 school days pass, whichever comes first
7	Suspension order rescinded by health units	Students named in the daily email are to remain excluded until the name is removed from the daily email. The only exception to this is when a student provides the school with a	

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		<p>hard copy rescind order (obtained directly from the health unit).</p> <p>Health Units will endeavor to provide schools with more than one update per day, however this should not be an expectation</p>	
7	Health Units to communicate any issues identified during the enforcement of ISPA to Managers of Communications	<p>Contacts:</p> <ul style="list-style-type: none"> - BCHU: Manager, Chronic Disease Prevention - HNHU: Program Coordinator, School Health 	As needed

Contact list for persons referenced in this document:

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