

# **CHAPTER 1:**

# **HEALTH RECORDS FOR CHILDREN AND STAFF**



## **HEALTH RECORDS FOR CHILDREN AND STAFF**

[Health History of Children](#)

[Emergency Information and Health History Form](#)

[Anaphylaxis](#)

[Immunization of Children](#)

[Day Nurseries Act for Immunization of Children Sec 33.1, 48.1 and 48.6](#)

[Publicly Funded Immunizations for Children](#)

[Immunization Requirements of the Day Nurseries Act](#)

[Immunization Questionnaire for Entry into a Day Care Program](#)

[Immunization Record Requirements for Children](#)

[Health Promotion Centre](#)

[Day Care Operator's Responsibility for Immunization Records](#)

[Exemptions from Immunization](#)

[Statement of Conscience or Religious Belief Affidavit](#)

[Staff Health, Immunization and TB Testing](#)

[Algoma Public Health Recommendations for Staff Immunizations](#)

[Employee Health Assessment Form](#)

[Infections of Special Concern to Child Care Providers Who are Pregnant or who are Planning Pregnancy](#)



## **Health History of Children**

Keeping accurate, up-to-date records for the children in your care is an important, legislated part of your job. It is a requirement of the Day Nurseries Act to help ensure a healthier environment for everyone. In the event of a child's illness or an infectious disease outbreak, the information on the health record will assist you and Algoma Public Health in handling the situation efficiently.

The Day Nursery Act states that operators shall ensure up-to-date health histories on all children are kept on the premises of the day nursery or private home day care agency.

Child Health Histories must include:

1. health history information
2. immunization records
3. medications or treatments required on site, including consent and direction for use
4. emergency contact information
5. sample emergency information and health history form

As per section S.34, the operator shall ensure that each child is observed daily to detect possible symptoms of ill health. Children who appear ill are separated from other children until medical follow up is received.

### **Daycare Operator's Responsibility:**

- Complete a health history, including immunization record for each child prior to beginning in the child care facility.
- Review and update records as required.
- Develop clear policies and procedures regarding medical requirements as outlined in the Day Nurseries Act and share these with parents.
- Contact Algoma Public Health for additional support/direction regarding the Act and your responsibilities in relation to the health of the children in your care.

### **[Emergency Information and Health History Form](#)**

#### **Anaphylaxis**

- For information regarding use of the Epipen and management of anaphylaxis, refer to [www.epipen.com](http://www.epipen.com)



## **Immunization of Children**

Immunization of children is one of the most important measures of preventing disease and maintaining the health of a child. Just as there are many types of diseases caused by infections, there are also several types of vaccines. Children who attend day care facilities are required through the Day Nurseries Act to be fully.

It is recommended by the Medical Officer of Health that all children attending licensed day nurseries be immunized according to the current provincial publicly funded immunization schedule.

It is the responsibility of the Day Care operator to ensure that each child is immunized as recommended in the Act prior to entering the program. An exception may occur where a parent objects, in writing, to such immunization based on religious or conscience grounds or where a legally qualified medical practitioner gives medical rationale, in writing, to the operator as to why the child should not be immunized.

Immunization records must be kept on site for each child, including any written exemption information. Where parents fail to comply with ensuring their child's immunization status is up to date, upon direction from the Medical Officer of Health, the operator will ask the parents to withdraw the child from the Day Care program.

**Note:** Inadequately protected children (not up to date or with a medical, religious or conscientious exemption on file) and those without an immunization record on file will be excluded for their own protection during an outbreak of a designated vaccine preventable disease.

### **School Age Children**

According to the Immunization of School Pupils Act, R.S.O. 1990, c.11, Algoma Public Health maintains immunization records on all children attending elementary and secondary schools. Thus the day nursery does not need to maintain immunization records on school age children, but health histories and Entry to Daycare Questionnaire are still required.

### **Day Nurseries Act for Immunization of Children**

The regulations governing the immunization requirements are identified in the [Day Nurseries Act, R.R.O. 1990, Reg. 262](#), amended to O. Reg. 287/05, s. 33 and 48.

### **[Publicly Funded Immunizations for Children](#)**



### Immunization Requirements of the Day Nurseries Act (1990)

It is recommended by the Medical Officer of Health that all children attending licensed day nurseries be immunized according to the current provincial publicly funded immunization schedule.

AGE	DIPHTHERIA	PERTUSSIS	TETANUS	POLIO	HAEMOPHILUS INFLUENZAE B	MMR MEASLES, MUMPS & RUBELLA	PREVNAR Pneumococcal Conjugate	MENINGOCOCCAL C Conjugate	VARICELLA Chicken Pox	HEPATITIS B 2 dose series	ROTAVIRUS	MENINGOCOCCAL CONJUGATE A,C,Y,W-135	GARDASIL (HPV) (for girls)
2 months	✓	✓	✓	✓	✓		✓				✓		
4 months	✓	✓	✓	✓	✓		✓				✓		
6 months	✓	✓	✓	✓	✓								
1 year						✓	✓	✓					
15 months									✓				
18 months	✓	✓	✓	✓	✓								
4-6 years	✓	✓	✓	✓		✓			✓				
Grade 7										✓		✓	
Grade 8													✓
14-16 years	✓	✓	✓										
Every 10 years thereafter	✓		✓										

[Entry into Daycare Questionnaire \(English\)](#)

[Entry into Daycare Questionnaire \(French\)](#)



## **Immunization Record Requirements for Children**

Algoma Public Health will make parents, operators and supervisors of licensed Child Care Programs in Algoma aware of the immunization requirements for children enrolled in the Child Care Program as recommended by the Medical Officer of Health.

Algoma Public Health will semi-annually or as required assess and maintain records of the immunization status of children in all licensed child care programs, as defined in the Day Nurseries Act, to ensure that all those enrolled are immunized as recommended by the Medical Officer of Health unless exempt due to religion, conscience or medical reasons.

Algoma Public Health may recommend to the operator/supervisor of a licensed Child Care Program that any child with incomplete immunization be withdrawn from the program, unless exempt due to religion, conscience or medical reasons.

### **Algoma Public Health will:**

- Distribute and collect 'Immunization Questionnaire for Entry into a Day Care Program' forms for each new registrant.
- Maintain an up-to-date immunization database in IRIS (Immunization Records Information System) for each registered child.
- Issue a 'Notice of Incomplete Immunization' for children without appropriate immunization coverage.
- Assist parents requesting information about exemption from the requirement of the Day Nurseries Act for Immunization.
- Assist parents requesting information about immunization, vaccines and immunization schedules. Advise re vaccination clinics through APH.
- Issue to the parent, a first, second, or third copy of the Notice of Incomplete Immunization form on any child for whom the initial form is not returned.
- Provide a list of children whose immunization records are incomplete to the Day Care Operator.

### **[HPC Clinic Dates & Times](#)**

### **Day Care Operator's Responsibility for Immunization Records:**

- Distribute the Immunization Questionnaire for Entry into a Day Care Program form to the parent of each new registrant prior to Day Care entry.
- Inform parents of the requirements of the Day Nurseries Act, 1990.
- Forward completed Questionnaires and Immunization Records to Algoma Public Health Immunization Records program.
- Provide the telephone number of Algoma Public Health for immunization enquiries, including information regarding exemptions to the requirements based on conscience, religion or medical reasons.



- Distribute Notices of Incomplete Immunization from Algoma Public Health.
- Distribute reminders and a second or third copy of incomplete immunization, as required.

### Parent's Responsibility:

- Complete the Immunization Questionnaire for Entry into a Daycare Program and submit a copy of the immunization record to the daycare.
- Notify Algoma Public Health of vaccinations their child has received from health care providers.
- Return the Notice of Incomplete Immunization form to the Day Care and Algoma Public Health with completed information.

### Exemptions from Immunization

The following exemptions apply to any of the immunizations required by the Medical Officer of Health under the Day Nurseries Act, R.R.O. 1990, Reg. 262, consolidated to O. Reg. 287/05. On completion, these forms will be forwarded to Algoma Public Health, and a copy will remain on the child's health record at the Day Care.

#### 1. Statement of Medical Exemption

There may be circumstances when a child cannot be immunized due to medical conditions such as cancers or immune system disorders. A qualified physician must complete and sign a Statement of Medical Exemption form.

#### 2. Statement of Conscience or Religious Belief Affidavit

A child may be exempted from the immunization requirements if immunization conflicts with the religious or philosophical belief of the parent. A Statement of Conscience or Religious Belief form must be completed by the parent, as available through the Day Care. [Statement of Conscience or Religious Belief](#)

**Note:** Children who are exempted from immunization requirements or who have incomplete immunization records will be excluded from attending the child care centre during an outbreak of a vaccine preventable disease for their own protection until the Medical Officer of Health deems the outbreak is over.

#### 3. Temporary Exemption

A child may be temporarily exempt from immunization requirements if the child is ill or on certain medications during the eligible immunization period. A temporary exemption is valid for 30 days. Contact Algoma Public Health Immunization program for additional information regarding temporary exemptions.



## **Staff Health, Immunization and TB Skin Testing**

Regulating and monitoring your staff, students and volunteers' health is essential for the safety and well-being of all persons attending or visiting your facility. According to the [Day Nurseries Act \(1990\), Regulation 262, section 62](#), each child care provider must follow the recommendations of the local Medical Officer of Health prior to starting work in a child care centre. This requirement does not apply when a person objects in writing to the immunization on medical, religious or conscience grounds. For medical exemption, the employee's physician must provide a note indicating why the individual should not be immunized. This note should be kept in the employee's file. An employee form may be provided by the child care centre to the employee for completion, prior to employment, as per sample.

**Note:** In case of an outbreak at the child care centre, the unimmunized employee is considered to be at risk for infection, putting themselves and the children at risk. For this reason, the employee would be required to leave the child care centre until the outbreak is over.

## **Health Assessments and Immunization**

[62. \(1\)](#) Every operator of a day nursery shall ensure that, before commencing employment, each person employed in each day nursery operated by the operator has a health assessment and immunization as recommended by the local medical officer of health.

[\(2\)](#) Subsection (1) does not apply where the person objects in writing to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the person based on the person's religion or conscience or a legally qualified medical practitioner gives medical reasons in writing to the operator as to why the person should not be immunized.

[\(3\)](#) Every operator of a private-home day care agency shall ensure that, before any child being provided with private-home day care, each person in charge of a location where private-home day care is provided by the operator and each person ordinarily resident on the location or regularly on the premises has a health assessment and immunization as recommended by the local medical officer of health.

[\(4\)](#) Subsection (3) does not apply where the person, or where the person is a child, a parent of the person, objects in writing to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the person or parent based on the person's or parent's religion or conscience or a legally qualified medical practitioner gives medical reasons in writing to the operator as to why the person should not be immunized.





### **Algoma Public Health Recommendations for Staff Immunization:**

The supervisor/operator of a Day Care must ensure that staff has immunity to diphtheria, tetanus, poliomyelitis, measles, mumps and rubella, from either prior disease or immunization. If immunity cannot be confirmed, the person should receive the appropriate immunization (see below) unless exempt due to medical reasons, conscience or religious beliefs, upon written request. (A copy of such an exemption must be kept on file). N.B. It is preferable to defer vaccination until after pregnancy, unless immediate risk is involved.

- Diphtheria and tetanus - after primary vaccination, a booster dose should be given every 10 years.
- Poliomyelitis - primary course of vaccination is sufficient.
- Measles, Mumps & Rubella – Adults born prior to 1970 are assumed to have naturally acquired immunity to measles and mumps. Adults born in 1970 or later, without evidence of immunity to measles or mumps, should receive 1 dose of MMR.

A second dose of MMR is recommended for young adults (18-25 years) post- secondary students, persons who received killed measles vaccine (1967-1970), health care workers and those who plan to travel internationally. All woman of reproductive age should have at least 1 documented dose of Rubella vaccine or serologic evidence of immunity.

- Pertussis – All adults aged 19-64 years who have not received at least one adolescent or adult dose of pertussis should receive one lifetime dose of Tdap (Adecel or Boostrix) regardless of the interval since their last Td.

### **Algoma Public Health Recommendations for TB Skin Testing of Staff:**

According to the Ontario TB protocol, screening of employees working in day care settings should be restricted to those individuals who are at risk of active tuberculosis and where local epidemiology and resources allow. Algoma Public Health does not recommend routine pre-employment TB Skin testing for employees of day care centres. Algoma has a very low rate of TB.

**REMEMBER:** A staff member or a child who has an infectious disease can spread the illness to other children in the centre. All staff members should practice appropriate hygienic measures and precautions at all times to avoid the spread of any communicable condition. Any question regarding exclusions can be directed to the Infection Control Program at Algoma Public Health.

[Employee Health Assessment Form](#)

[Infections of Special Concern to Child Care Providers who are Pregnant or who are Planning Pregnancy](#)