

**HEALTH RECORDS
FOR CHILDREN AND
STAFF**

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 Child Care and Early Years 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 Child Care and Early Years 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 [Emergency Information and Health History Form](#)
- review and update these records annually
- develop clear policies and procedures regarding medical requirements as outlined in the Child Care and Early Years 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.

Immunization of Children

It is recommended by the Medical Officer of Health (MOH) that all children attending licensed day nurseries be immunized according to the current Publicly Funded Immunization Schedules for Ontario. A signed statement of religious, conscience or medical objection to immunization is a valid exemption to the requirement. Algoma Public Health (APH) must maintain and review this information in a provincial immunization registry called Panorama.

This information is collected under the authority of the [Child Care & Early Years Act](#).

Immunization requirements of: Child Care and Early Years Act, 2014, Amended 2015

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Publicly Funded Immunization Schedule for Ontario

Immunizations recommended by the Medical Officer of Health

Routine Schedule: Children Starting Immunization in Infancy													
Vaccine	Age	2 Months	4 Months	6 Months	12 Months	15 Months	18 Months	4-6 Years ^a	Grade 7	Grade 8 Females	14-16 Years	≥18 Years	65 Years
DTaP-IPV-Hib Diphtheria, Tetanus, Pertussis, Polio, <i>Haemophilus influenzae</i> type B		◆	◆	◆			◆						
Pneu-C-13 Pneumococcal Conjugate 13		◆	◆		◆								
Rot-1 Rotavirus		▲	▲										
Men-C-C Meningococcal Conjugate C					◆								
MMR Measles, Mumps, Rubella					◆								
Var Varicella						◆							
MMRV Measles, Mumps, Rubella, Varicella								◆					
Tdap-IPV Tetanus, Diphtheria, Pertussis, Polio								◆					
HB Hepatitis B									●				
Men-C-ACYW Meningococcal Conjugate ACYW-135									●				
HPV-4 Human Papillomavirus										●			
Tdap Tetanus, Diphtheria, Pertussis											◆		
Td (booster) Tetanus, Diphtheria												◆	
Pneu-P-23 Pneumococcal Polysaccharide 23												◆	
Inf Influenza													◆
* Every year in the fall													

◆ = A single vaccine dose given in a syringe and needle by injection
 ▲ = A single vaccine dose given in an oral applicator by mouth
 ● = Preferably given at 4 years
 ● = Provided through school-based immunization programs. Men-C-ACYW is a single dose; HB is a 2 dose series (see Table 6); HPV-4 is a 3 dose series (see Table 9). Each vaccine dose is given in a syringe and needle by injection
 ◇ = Adults who are due for a Td booster may receive 1 dose of Tdap. Once the dose of Tdap is given, adults should receive Td every 10 years. A single Tdap vaccine dose given in a syringe and needle by injection
 ◆ = Children 6 months to 5 years of age who have not previously received a dose of influenza vaccine require 2 doses given 2-4 weeks apart. These children who have previously received ≥1 dose of influenza vaccine should receive 1 dose per season thereafter
 Note: A different schedule and/or additional doses may be needed for high risk individuals (see Table 3) or if doses of a vaccine are missed (see Tables 4-20)

School Age Children

- According to the Immunization of [School Pupils Act, R.S.O. 1990](#), APH must maintain immunization records on all children attending elementary and secondary schools. Daycares are not required to maintain immunization records on school age children.
- APH requests the parent complete the Immunization Questionnaire for Entry Into a Day Care Program, to report the child is in attendance at the daycare

Algoma Public Health will:

- Make parents 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.
- Assess and maintain records of the immunization status of children in all licensed child care programs, as defined in the Childcare & Early Years Act, 2014.
- Provide a list of children whose immunization records are incomplete to the Day Care Supervisor.
- Maintain an up-to-date immunization database in Panorama for each registered child.
- Issue notices of incomplete immunization for children with incomplete immunizations.
- Assist parents requesting information about exemption, immunization, vaccines and immunization schedules.
- Recommend to the supervisor of a licensed Child Care Program that any child with incomplete immunization after being served a final notice and no response, be withdrawn from the program unless exempt due to religion, conscience or for medical reasons.

[Immunizations are by appointment only. To book an appointment please call the Algoma Public Health Appointment Centre at 705-541-7085.](#)

Day Care Operator's Responsibility for Immunization Records:

- Inform parents of the requirements of the [Child Care & Early Years Act](#).
- Immunization records or copy of exemptions must be kept on site for each child and daycare staff members.
- Distribute the Immunization Questionnaire for Entry into a Day Care Program form to the parent of each new registrant prior to Day Care entry.
- Forward completed Questionnaires and Immunization Records to APH, Vaccine Preventable Diseases Department.
- Provide the APH telephone number to parents for immunization questions, including information regarding exemptions to the requirements based on conscience, religion or medical reasons.
- Distribute notices of incomplete immunization from APH.
- Where parents fail to comply with ensuring their child's immunization is up to date, upon direction from the Program Manager/Medical Officer of Health, will ask the parents to withdraw the child from the Day Care program.

Parent's Responsibility:

- Notify APH of vaccinations received by their child from a health care provider other than APH.
- Return the completed APH Questionnaire for Entry Into a Day Care Program & copy of up to date immunization record.
- Return the Notice of Incomplete Immunization form to the Day Care with requested information.

Exemptions from Immunization

The following exemptions apply to any of the immunizations required by the Medical Officer of Health. On completion, the original forms will be forwarded to APH, and a copy will remain on the child's health record at the Day Care.

1. [Day Care Letter Exemption](#)
Recommend the Day Care Supervisor refer to APH Information on Exemption Process. Day Care Supervisor is encouraged to have parent call APH for exemption education. Day Care Supervisor can provide parent with Day Care Exemption Letter if parent requesting to delay immunizations. If parent requesting no immunizations for a lifetime, recommend Ministry Of Health and Long Term Care, Statement of Conscience or Religious Belief.
2. [Statement of Conscience or Religious Belief](#)
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 or APH.
3. [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.

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.

4. 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 APH 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 Child Care & Early Years Act, 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

57. (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. R.R.O. 1990, Reg. 262, s. 62 (1).

(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. R.R.O. 1990, Reg. 262, s. 62 (2).

(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. R.R.O. 1990, Reg. 262, s. 62 (3).

(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. R.R.O. 1990, Reg. 262, s. 62 (4).

Algoma Public Health Recommendations for Staff Immunization:

The supervisor/operator of a Day Care must ensure that staff have 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.
- Pertussis – All adults age 19-64 years who have not received at least one adolescent or adult dose of pertussis should receive one lifetime dose of Tdap (Adacel or Boostrix) regardless of the interval since their last Td.
- Poliomyelitis - primary course of vaccination is sufficient.

Measles, Mumps & Rubella (MMR) – 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 women of reproductive age should have at least 1 documented dose of Rubella vaccine or serologic evidence of immunity.

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 practise 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.

[TB Skin Testing is done by appointment only. To book an appointment please call the Algoma Public Health Appointment Centre at 705-541-7085.](#)

[Employee Health Assessment Form](#)

[Infections of Special Concern to Child Care Providers who are pregnant or who are planning pregnancy](#)