

CATEGORY: Health and Safety Policies and Procedures

DATE: November 2016

SUBJECT: Immunization and Tuberculosis Screening

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



## **Policy Statement**

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, and volunteers. CICC will take every reasonable precaution to ensure that all children, staff, students and volunteers are adhering to the policy.

The Child Care and Early Years Act Section 35 (1) of O. Reg. 137/2015 requires that every child admitted to CICC's preschool is immunized as recommended by the local medical officer of health.

Under Section 57 (1), O. Reg. 137/2015 CICC Preschool will ensure that before commencing employment, all staff have a health assessment and immunization as recommend by the local medical officer of health.

## **Purpose**

To ensure that all families and staff are aware of and adhere to the directive established by the Child Care and Early Years Act and follow Ontario's Publicly Funded Immunization Schedule.

## **Scope**

This policy applies to all children attending CICC and all staff employed by CICC and students and volunteers.

## **Immunization requirement for Children:**

All children attending the preschool will require proof of immunization, according to Ontario's Publicly Funded Immunization Schedule, or a valid exemption on file. A Letter from Toronto Public Health regarding Immunization will be included in a child's preschool registration package. Parent will be asked to photocopy their child's immunization record and return it attached to the letter provided. All information will be kept in the child's client file.

- Children should receive their vaccinations according to their age.
- CICC Centre Manager will refer parents to their child's doctor or health provider for a copy of their child's immunization record or to update any missed vaccines.
- Every time a child is vaccinated while attending CICC preschool, parents should

report this information to the centre manager who will update the child's file.

- If child's immunization record is from outside of Canada, contact Toronto Public Health at 416 392 1250 for free translation of foreign immunization records.

If child is not immunized because of **medical reasons** parents are required to have their child's health care provider complete an Ontario Ministry of Education *Statement of Medical Exemption for Individual* form and return it to CICC preschool. Form will be provided at parents request by CICC Centre Manager. This completed form will be kept in child's CICC client file.

If child is not immunized due to **Conscience or Religious Belief** parent will be required to complete an Ontario Ministry of Education *Statement of Conscience or Religious Belief Affidavit* form. This form must be notarized by an authorized Notary Public. Form will be provided at parents request by CICC Centre Manager. This completed form will be kept in child's CICC client file.

### **Immunization Requirement for Staff, Volunteers and Students:**

The Toronto Medical Officer of Health recommends immunizations for childcare staff. CICC is responsible for collecting and maintaining this information in staff personnel files. A letter issued by Toronto Public Health will be provided to staff before commencing employment. Although not a requirement for students and volunteers under the Act, it is recommended that students and volunteers receive recommended vaccinations for their personal protection.

Staff, students, and volunteers should see their health care provider to determine their immunization status and to obtain any missing vaccines. A Toronto Public Health form for medical practitioner to complete is available at CICC by request. This information will be kept in CICC personnel file.

If staff are not immunized because of **medical reasons** they are required to have their health care provider complete an Ontario Ministry of Education *Statement of Medical Exemption for Individual* form and return it to CICC preschool. A form will be provided at individual's request by CICC Centre Manager. This information will be kept in CICC personnel file.

If staff is not immunized due to **Conscience or Religious Belief** they will be required to complete an Ontario Ministry of Education *Statement of Conscience or Religious Belief Affidavit* form. This form must be notarized by an authorized Notary Public. Form will be provided at individual's request by CICC Centre Manager. This information will be kept in CICC personnel file.

In the event of an outbreak or case of vaccine preventable disease (e.g., measles), children, staff, volunteers, and placement students who are not immunized may be excluded from CICC Preschool. This is to minimize the risk of spreading disease.

## **Tuberculosis (TB)**

Toronto Public health highly recommends that all staff, volunteers, and placement students provide documentation for TB testing prior to commencing work at CICC. The TB test should be done within 6 months of starting work at CICC. TB testing is not required under the Child Care and Early Years Act. CICC will provide a Toronto Public Health information sheet and form for health care professionals to complete at staff, volunteer, or student's request.