

IMMUNIZATIONS

Because the legislature has determined that the school is the only agency that can effectively monitor and require proper immunizations, schools have been given this responsibility (H. & S. C. 3381).

The state requires that students be up-to-date on their immunizations before school entry (K – 12). Pomona School Board Policy has been revised to reflect current state regulations. An acceptable immunization record may include:

- An official California Immunization Record
- Immunization record out of the state or country
- Immunization record from a physician
- Transcript from previous school (if verified by phone with previous school)

These dates may then be transferred to the California School Immunization Record (CSIR).

If the nurse or the health services assistant is not at the school when the student is being enrolled, it is the responsibility of the secretary, or whomever is enrolling the student, to determine if immunizations are up-to-date.

A. Students registering without an up-to-date record

1. Ask for record before registering child.
2. Complete CSIR card.
3. Evaluate record and complete documentation box.
4. Admit students who are unconditional.
5. Admit students who are up-to-date/conditional and advise health office.
6. Out-of-state transfers without any record:
 - a. Place phone call to school and request record, OR
 - b. Request parent call school to mail/fax record immediately.
7. Do not admit students who are NOT up-to-date. If the child is not up-to-date, the immunization may be obtained from:
 - Park Tree at The Pomona Health Center, 750 S. Park Ave. (909) 868-0270
 - Park Tree Community Health Center, 1450 E. Holt Ave. (909) 630-7927
 - East Valley Community Health Center, 1555 S. Garey Ave. (909) 620-8088
 - Mission City Community Network Clinic, 1818 N. Orange Grove, Ste. 205 (818) 895-3100
 - Child's Physician
8. Complete registration process upon return of parent with up-to-date record.
9. Dates of immunizations should be entered into the student information system (Q).

B. Students who have conditional status and are currently due

1. Letter #1 (notification of vaccines due) sent to parent two weeks prior to exclusion.
2. Letter #2 (exclusion) sent to parents one week prior to exclusion, if no response from letter #1. The letter is sent out with the principal's signature, giving the parent a specific date the child cannot attend school. On the day of exclusion, the student's attendance must be monitored to be certain that they have been kept home. The student may return to school when a legal record of updated immunizations is presented. Dates must be transcribed onto the blue CSIR card by school personnel.
3. Health Services Assistant (or designee) makes a copy of the CSIR and sends with the student to the Health Department or Child's physician and request that parent take official immunization record. (This provides the clinic nurse with the legal record)

4. Record is evaluated, parental consents are obtained and appropriate vaccines are administered.
5. Doses and dates are recorded on the official immunization record.
6. Parent will hand carry official immunization record back to school.
7. At school, the Health Services Assistant will record the dates and vaccines the student received on the blue CSIR card, which will be filed in the cumulative file. All other paperwork will be filed in the health folder.
8. Each school health office will maintain an up-to-date file system to insure future immunizations are received in a timely manner.
9. Health Department will register student in the Los Angeles-Orange County Immunization Network (LINK) system.