

PUBLIC HEALTH MANUAL

Standard Operating Procedure

TITLE:	Home School Student Immunization	NUMBER:	Revised-2018-02-07
Sponsor:	Senior Director; Population and Public Health	Page:	1 of 10
Approved by:		Approval Date:	
		Effective Date:	
Applies To:	All Staff working in Public Health, Public Health Managers, Public Health Directors, Medical Officers of Health for Nova Scotia		

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PREAMBLE

Effective immunization programs are essential to the prevention and control of many infectious diseases (Public Health Agency of Canada, 2015). The Nova Scotia Publicly Funded Immunization Program offers immunization to all children as outlined in the Nova Scotia Childhood Immunization Schedule [\[hyperlink to Appendix B\]](#) and all Grade 7 students as outlined in the Nova Scotia School Immunization Schedule [\[hyperlink to Appendix C\]](#). Public Health Staff will determine eligibility as per the Department of Health and Wellness Publicly Funded Vaccine/Immunoglobulin Eligibility Policy.

https://novascotia.ca/dhw/CDPC/documents/150706_Vaccine_Immunoglobulin_eligibility_fin

This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

[al.pdf](#). In addition, all Primary children in Nova Scotia are eligible for the Enhanced Vision Screening Program (EVSP).

Parents of Home Schooled Students should be offered information about these publicly funded recommendations to ensure their children are provided an equal opportunity to benefit. The purpose of this Standard Operating Procedure (SOP) is to outline the process for identifying and arranging immunization and EVSP for eligible Home Schooled Students in Nova Scotia.

PROCEDURE

1. Prior to commencement of each new school year an updated electronic information package will be provided to the Department of Education and Early Childhood Development (DEECD) from Public Health identifying recommendations for immunization and screening of children in Nova Scotia.
2. The package will be updated by Health Protection (HP), Scientific and System Performance (SSP) or other designate as determined by the HP Manager Team.
3. The package may include the following information (or other) to reflect current programs and recommendations:
 - 3.1. Introductory letter to parents
 - 3.2. Primary Immunization recommendations
 - 3.3. EVSP recommendations
 - 3.4. School Based Immunization Program-Grade 7
 - 3.5. Contact list of all Public Health offices in Nova Scotia
4. Parents who wish to have their Primary children immunized are advised to follow up with their primary health care professional (HCP) or contact a local Public Health office.
 - 4.1. Any childhood immunizations that are administered by either a HCP or by Public Health will be documented in Panorama by Public Health Staff as per the Individual Immunization SOP. [\[User Guide\]](#)
5. Parents who wish to have vision screening completed are advised to contact a local Public Health office to schedule an appointment.
6. Parents who wish to have their Grade 7 children immunized are advised to contact a local Public Health office to schedule an appointment or arrange for vaccine to be administered at a local school clinic.
 - 6.1. Any Grade 7 immunizations that are administered by either a HCP or by Public Health will be documented in Panorama as per the Individual Immunization SOP. [\[User Guide\]](#)

- 6.2. Any Grade 7 immunizations that are administered as part of a school-based clinic will be documented in Panorama as per the School Immunization Clinics SOP. [\[hyperlink to applicable SOP\]](#)
7. Public Health Staff will provide information and direction to parents, HCPs, the DEECD and other stakeholders pertaining to these recommendations as requested.

Out of Grade Immunization Request

8. If the student DOB falls in a cohort that was previously immunized, the Nurse Immunizer assesses student eligibility for publicly funded vaccine and if approved, provides follow-up as required.

Request for Release of Vaccine(s) to External HCPs

1. The school based immunization program is a public health delivered program; other publicly funded immunizations are delivered by a mixed model including external HCPs.
2. Release of school based immunization program vaccine(s) to HCPs external to public health should be done in exceptional circumstances only and approved on a case by case basis in consultation with the Health Protection manager.
3. Considerations for approval may include the following:
 - 3.1. Extended efforts have been made by public health to accommodate immunization at the school or local public health office.
 - 3.2. Denial of vaccine release will likely result in the child remaining unimmunized.
4. If approved, public health must ensure that the HCP has been made aware of the exceptional circumstance and that record of the vaccine administration must be submitted to public health OR entered directly into Nightingale (not both).
5. A free issue vaccine request form is used for release of school based vaccine to external HCPs. [\[hyperlink to Appendix E\]](#) and <https://novascotia.ca/dhw/cdpc/documents/forms/High-Risk-Special-Release-Vaccine-Order-Request.pdf>

REFERENCES

Nova Scotia Department of Education and Early Childhood Development. (n.d.). *Home schooling*. Retrieved from <http://homeschooling.ednet.ns.ca/>

Nova Scotia Department of Health and Wellness. (2015). *Communicable disease prevention and control: immunization*. Retrieved from <https://novascotia.ca/dhw/cdpc/immunization.asp>

Nova Scotia Department of Health and Wellness. (2017). *Nova Scotia immunization manual*. Retrieved from <http://novascotia.ca/dhw/cdpc/documents/Immunization-Manual.pdf>

Public Health Agency of Canada. (2015). *National vaccine storage and handling guidelines for immunization providers*. Retrieved from <https://www.canada.ca/en/public-health/services/publications/healthy-living/national-vaccine-storage-handling-guidelines-immunization-providers-2015.html#a1>

Province of Nova Scotia. (1995-96). *Education Act*. Chapter 1 of the Acts of 1995-96. Retrieved from <http://nslegislature.ca/legc/statutes/education.pdf>

RELATED DOCUMENTS

Policies

Reference and link to the new NSHA Immunization Policy [Public Health MM-IM-001] once approved (*will supersede all former DHA immunization-related policies*)

Appendices

Appendix A – Definitions

Appendix B – Nova Scotia Childhood Immunization Schedule

https://novascotia.ca/dhw/cdpc/documents/13151_ChildhoodImmunizationSchedule_En.pdf

Appendix C – Nova Scotia School Immunization Schedule

https://novascotia.ca/dhw/cdpc/documents/13153_SchoolImmunizationSchedule_En.pdf

Appendix D – Home School Package: Sample Letter to Parents

Appendix E – Vaccine Order Request Form: Special Order

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APPENDIX A – Definitions

Childhood Immunization Schedule	A provincially determined schedule of routine, publicly funded vaccines recommended for all children who fall within minimum specified age categories, typically prior to the start of school.
Enhanced Vision Screening Program (EVSP)	A Public Health service developed in collaboration with the IWK hospital, designed to catch vision problems at an early age to increase successful outcomes. Children will match or name symbols while wearing an eye patch and will use 3-D glasses to see and pick shapes from a book.
Health Care Professional (HCP)	All persons employed by NSHA facilities, or NSHA funded facilities, as well as members of the medical staff, volunteers, board members, students, and others associated through contracts
Home Schooled Students	School aged children and youth who have educational programming provided by a parent/guardian within the home environment as per the Education Act educated per the Education Act, 1995-96.
Immunization	The process by which immunity is conferred, either by injection of antigens (active Immunization) or by injection of serum containing specific antibodies (passive immunization).
Panorama	An electronic public health surveillance system designed to increase efficiency in tracking vaccine usage, immunization coverage rates, and control of infectious notifiable diseases including outbreaks.
Publicly Funded Immunization Program	A provincially determined list of publicly funded vaccine which falls under various routine and non-routine eligibility criteria including childhood, school, adult and high risk categories.
School Immunization Schedule	A provincially determined schedule of routine, publicly funded vaccine recommended for all youth who fall within a minimum specified age category, typically as part of a Grade 7 cohort.
Staff	Unless specifically limited by a certain policy, refers to all employees, physicians, learners, volunteers, board members, contractors, contract workers, franchise employees, and other individuals performing work activities within NSHA.
Vaccine	An antigenic preparation which, when introduced into an organism, induces the production of antibodies capable of fighting off infection of that organism by a given micro-organism.

APPENDIX B – Nova Scotia Childhood Immunization Schedule

Routine Childhood Immunization Schedule

Childhood immunizations have changed in the past few years. This schedule reflects these changes and may be different from what you or your children may have received in the past.

The immunizations shown on this schedule are those that are given **free of charge**.

High-risk children may be eligible for additional vaccines. For more information, talk to your health care provider or call your local Public Health Services office.

		SCHEDULE					
		2 months	4 months	6 months	12 months	18 months	4-6 years
VACCINES	DTaP-IPV-Hib Diphtheria, tetanus, acellular pertussis (whooping cough), polio, and Haemophilus influenzae type b vaccine	✓	✓	✓		✓	
	Pneumo Conj. Pneumococcal conjugate vaccine	✓	✓		✓		
	Men C Conj. Meningococcal group C conjugate vaccine				✓		
	MMRV* Measles, mumps, rubella and varicella vaccine				✓	✓*	✓*
	Tdap-IPV Tetanus, diphtheria, acellular pertussis (whooping cough), and polio vaccine						✓

*The second dose of MMRV can be given only once between 18 months and 6 years of age.

Seasonal Flu Vaccines

- Seasonal flu vaccines are free for all Nova Scotians. They are recommended for all adults and children EXCEPT for babies under 6 months.
- Seasonal flu vaccines are strongly recommended for anyone who lives with or takes care of a child under 5 years, and for anyone living in a home where a newborn is expected during influenza season (October to April). This includes both adults and older children.
- Seasonal flu vaccines are also strongly recommended for children with a health condition that places them at high risk and for anyone who lives with or takes care of these children.
- Children under 9 years old getting their first flu vaccine need 2 doses.

For more information about seasonal flu vaccines, see: novascotia.ca/DHW/CDPC/flu.asp

Aussi disponible en français



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APPENDIX C – Nova Scotia School Immunization Schedule

School Immunization Schedule

The immunizations shown on this schedule are those that are given **free of charge**.

Children at high risk may be eligible for additional vaccines. For more information, talk to your health care provider or talk to your local Public Health Office.

		School Year
		Grade 7
VACCINES	HPV (for both boys and girls) Human papillomavirus vaccine (2 doses)	✓
	Hepatitis B (HB) Hepatitis B vaccine (2 doses)	✓
	Tdap Tetanus, diphtheria, and acellular pertussis (whooping cough) vaccine	✓
	Meningococcal Quadrivalent Meningococcal Quadrivalent vaccine (Groups A, C, Y and W 135)	✓

13153 /APR15 REV15-16

APPENDIX D – Home School Package: Sample Letter to Parents



September 2017

Dear Parent/Guardian;

The Department of Education and Early Childhood Development, in agreement with the Department of Health and Wellness, has partnered with us to send this package to all home schooling families on our behalf.

Nova Scotia Health Authority (NSHA) Public Health recommends the following for all students:

- Primary immunizations – for primary students
- Enhanced Vision Screening Program (EVSP) – for primary students
- School-based immunizations– for Grade 7 students

This package includes details about each of these recommendations and information on how to connect with your local Public Health office.

If you have any questions, please contact your local Public Health office.

<http://www.nshealth.ca/public-health-offices>

APPENDIX E – Vaccine Order Request Form: Special Order

Vaccine Order Request:
High Risk or Special Order

Place Vaccine Order Phone: Fax: Email:
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Immunization Provider Information			
Provider Name		Email	
Professional Designation <input type="checkbox"/> Physician <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Nurse <input type="checkbox"/> Pharmacist			Public Health Practitioner Yes <input type="checkbox"/> No <input type="checkbox"/>
Practice Address			
Contact Person			
Phone:	Fax:	Email:	
Order Date	Mode of Delivery	<input type="checkbox"/> Pick up <input type="checkbox"/> Courier	
Allow 2-3 days			

Patient Details			
Patient 's Last Name	First Name	HCN	DOB
Reason for Vaccine Request	Specify details		
<input type="checkbox"/> Close contact or exposure to VPD			
<input type="checkbox"/> High Risk Condition			
<input type="checkbox"/> Other			

Immunizing Agent/ Product requested	# doses	Adult	Pediatric
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Approved by: _____ Date _____

5/24/2013

HISTORY

CURRENT VERSION
1. Prepared by: Catharine Langlois (Consultant-Health Protection)
2. Reviewed by: Michelle Huntington (PHN-Eastern Zone); Krista Piek (PHN-Northern Zone), Jeanette Ryan (LPN-Central Zone); Kara Smith (LPN-Western Zone), Health Protection Provincial Team (HPPT) -managers
3. Version #: January 10, 2018

VERSION HISTORY

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)