

Immunization Assessments & Suspensions

Important Dates for Principals and Administrators for 2020

Hastings Prince Edward Public Health (HPEPH) is required to collect and review immunization records for all students attending school. If the parent or legal guardian fails to update missing information, the student may be suspended from school for up to 20 days.

**Jan
2020**

1st Notice

**PROOF OF
IMMUNIZATION
REQUIRED**

Letters and consent forms are delivered to schools for students with incomplete immunization records.

**Feb
2020**

**HIGH SCHOOL
CLINICS**

Immunization clinics are available at high schools.

The clinic date and time for your school will be indicated on the consent form.

**Mar
2020**

2nd Notice

Week of March 2nd reminder letters sent through school courier and mailed to students who are still not up-to-date.

March 20th

Deadline for students to submit updated records to avoid an order of suspension.

**ORDER OF
SUSPENSION
DELIVERED
FOURTH
WEEK OF
MARCH**

**Apr
2020**

April 7th

**HIGH SCHOOL
STUDENTS
SUSPENDED**

Students with incomplete immunization records will be suspended from school on April 7th until their records are updated.

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Important Dates for Principals and Administrators for 2020

Responsibilities of Hastings Prince Edward Public Health (HPEPH)

- In accordance with the Immunization of School Pupils Act (ISPA), HPEPH is required by law to collect and review the immunization records of all students. There are currently nine vaccinations required for school. If the student's immunization record is not updated by the deadline in the notification, the student will be suspended for up to 20 days from school until the record is updated.
- During the suspension process, HPEPH will fax rescind orders and contact your school daily to indicate which students can return to school. The principal is responsible for ensuring students are told they can return to school immediately.

Responsibilities of the School

- All new and transfer students/parents/legal guardians should be informed that they need to complete the "Immunization School History" form and attach a photocopy of their immunization record.
- If students bring immunization records to school, please fax them to Public Health at 613-966-8145. Please include the student's name, date of birth and school.
- Refer parents who are reporting immunization records themselves to HPEPH at 613-966-5500 ext. 221 or <https://hpechu.icon.ehealthontario.ca>.
- Refer questions about vaccines and immunization schedules to 613-966-5500 ext. 221.
- The school principal or designate must be available on suspension day and is responsible for communicating with the students/parents/legal guardians.
- Please discuss any exceptional cases with the nurse assigned to your school **prior** to suspension day.

Responsibilities of Parents/Legal Guardians

- Submit the most recent immunization record to HPEPH.
- Parents/legal guardians of students with incomplete records will be notified by HPEPH to provide the required information several months prior to the suspension date. Parents/legal guardians who choose not to vaccinate their children because of a medical exemption or a religious/conscientious belief should visit our website <https://hpepublichealth.ca/daycare-school-immunizations/> for instructions and to obtain the exemption form.

Thank you for your assistance in protecting the school community from vaccine-preventable diseases.