



Administrative Procedure 312

VACCINATION RECORDS

Background

The District believes that promoting students' health is a responsibility shared with parents, the health sector and the community.

The District is concerned about the potential spread of communicable diseases to unvaccinated children in schools.

The District requests parents provide proof of immunization of their children upon registration in the District. The District will work collaboratively with parents and community health partners to provide information on vaccinations.

Procedures

1. When parents first register their children for school, there will be a place on the [registration form](#) (Form 300-1) to indicate whether a child has been vaccinated.
2. School staff will ask for most current immunization records of every child when they first register for school and sign off that they have seen the records. Principals will not keep or copy the records.
3. Should any student NOT be immunized, the school staff will work with parents and the local health authority to provide information and access to immunization for any family desiring such support.
4. School staff will keep a list of children who are confirmed to have been immunized in a secure file in the school office to only be accessed should there be the threat of an outbreak or a confirmed case of a communicable disease within the school community.
5. Upon the suspicion of a student being diagnosed with a communicable disease, the principal will contact District staff immediately, who will in turn contact Fraser Health for advice and ongoing support and direction. The Director, Facilities, Transportation and Capital Plans will take action through the Maintenance Department to deep clean and sanitize the school.
6. Upon confirmation of a diagnosis of a communicable disease within a school, District staff will collaborate with medical health professionals at Fraser Health on an "as need to know

basis” regarding the personal information of the child(ren) affected and others who may have come into contact with the affected child(ren).

7. The principal will directly contact the family of any student who has not been previously immunized for the disease that causes a potential threat in the school.
8. The principal will notify the school community that there is an active case of a communicable disease within the school and advise parents to contact their own health care professionals should they have concerns. They will also provide their school community with information directly from Fraser Health. Fraser Health will be responsible for any medical intervention communication required.
9. Every effort shall be made at all times to maintain the confidentiality of the affected student(s).
10. Parents of students who have not been immunized and who could be at risk for contracting the disease may choose to keep their children home until the risk is eliminated. Should they choose to do so, the principal will make available an educational program for the child(ren) during this temporary time.

Reference: Sections 8, 20, 22, 65, 85 School Act

Adopted: March 7, 2017

Revised: September 25, 2018; December 15, 2020