

Manual Overview

The *Immunization Manual for Schools, Preschools, and Child Care¹ Facilities* was developed for staff members who serve on the immunization frontline at schools, preschools, and child care facilities, processing Certificates of Immunization Status (CIS), completing immunization status reports, and answering questions from parents and guardians about immunization requirements for children. Many of you don't deal with immunizations every day, but when you do, you are expected to know a lot about them right away. This manual was developed to assist you.

The manual is available in PDF format on the Department of Health's Immunization Program CHILD Profile Web site at www.doh.wa.gov/cfh/Immunize/schools/school-manual.htm. You may want to download and print the manual and place it in a three-ring binder for easy access.

The manual can help you:

- Understand Washington State immunization requirements for schools, preschools, and child care facilities, and strengthen your position with parents, school administrators, and health care providers by providing you with specific immunization regulations.
- Answer questions about the immunizations a child needs for school or child care.
- Organize an efficient filing system for the CIS.
- Set up a reminder system to track students with exempt and conditional immunization statuses.
- Know what to include in letters you send to families about disease outbreaks, incomplete immunization records, overdue immunizations, and exclusion of children from school or child care.
- Prepare the required school and child care Annual Immunization Status Reports.
- Report communicable diseases at your school or child care facility to local public health officials.
- Work with public health officials to get susceptible children immunized during a disease outbreak.
- Understand vaccine-preventable diseases, their causes and symptoms, and how they are spread.
- Locate immunization resources.

The manual contains the following chapters:

- What is Required?
- Who is Responsible for What?
- What Must be Recorded?
- Additional Recommendations
- Resources

¹ "Preschools and child care facilities" in this manual include preschools and child care centers associated with public and private schools, Head Start/ECEAP programs, licensed in-home child care, licensed child care centers, and children's group homes.

Chapters and Contents

1. **What is Required?**
 - Requirements Snapshot
 - Required versus Recommended Immunizations
 - Implementation Plans for Required Vaccines
 - Required Immunization Status: CIS and Certificate of Exemption (COE)

 - Required Reporting
 - Required Notification Letters

2. **Who is Responsible for What?**
 - Responsibilities Snapshot
 - Who and What?
 - Special School Populations

3. **What Must be Recorded?**
 - Record Keeping Snapshot
 - Recording Immunization Information
 - Organizing Records: CIS and COE
 - Determining Immunization Status
 - Accessing Records in the CHILD Profile Immunization Registry
 - Retaining Records

4. **Additional Recommendations**
 - Staff
 - Additional Recommendations for Children and Adolescents

5. **Resources**
 - School Resources
 - Child Care Resources
 - Laws and Regulations
 - Vaccine Resources
 - References