I. **PURPOSE:** To provide procedures to ensure compliance with Maryland Immunization Regulations requiring children entering school; to be protected against certain vaccine-preventable diseases.

II. **PROCEDURES:**

A. **Forms**

1. Immunization information on each new enrollee in the Prince George’s County Public Schools (PGCPS) will be maintained on a Maryland Immunization Certification Form, DHMH 896. Completed forms will be maintained in the student’s health folder, SR-5 Local.

2. The immunization record must include the month and the year of each vaccination or blood test (titer) result; the day, month, and year are required for rubella, mumps, and measles. All records must be signed by a health care provider or health department official.

3. Dates of immunization or titer results presented to the school in another format must be transcribed onto Form DHMH 896. The transcriber’s signature must appear in the certification block of the form. In the event that supplementary immunization or titer data are received at a later date, those dates should be entered in the appropriate place on Form DHMH 896 and initialed by the transcriber.

   a. Computerized forms are acceptable in lieu of a DHMH 896.
   b. Computerized immunization record must be attached to a DHMH 896.
   c. The student’s sex, date of birth, county and school name, and parent/guardian(s) name must be added if not included on the computerized form.

4. Form DHMH 896 must also be used to document medical contraindications, religious conflicts, and lost or destroyed records.

5. The student’s Immunization Record is considered a legal document. Any discrepancies between this document and the health care provider records will be reconciled with the prescribing medical care provider.
B. Guidelines for All Students in the PGCPS System

1. Due to infection control it is recommended that no child be permitted to enter or remain in school unless he/she has received at least one dose of each vaccine to protect him/her against diphtheria, tetanus, pertussis (to age seven), polio, hepatitis B, varicella, measles, rubella, and mumps according to immunization implementation schedule. HIB and Prevnar are required up to age five.

2. All students entering kindergarten through twelfth grade must show proof of having:

   a. Two doses of measles vaccine, one dose of rubella and one dose of mumps vaccine or provide proof of immunity by a blood test. This vaccine is usually given as MMR.

   b. (1) One (1) dose of varicella (chickenpox) is required for student younger than 13 years old. Two doses of varicella vaccine are required for a previously unvaccinated student 13 years of age or older.

      (2) Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history of disease provided by a health care provider. Documentation must include month and year. In the absence of documentation, a medical provider may verify immunity via blood test, but revaccination may be more expedient.

   c. All doses of measles, mumps, rubella, and varicella vaccine should be given on or after the first birthday. A school may count as valid vaccine doses administered less than or equal to four (4) days prior to the first birthday.

3. All children entering a preschool program must furnish evidence of three (3) doses of hepatitis B vaccine. Two (2) doses of hepatitis B vaccine are acceptable only if the student was vaccinated with the Recombivax HB Adult Formulation™.
4. All children entering a preschool program must furnish evidence of age-appropriate immunity against Haemophilus influenzae, type b (HIB) and Prevnar (PCV). Also required is appropriate immunity against pertussis, tetanus, diphtheria, polio, measles, rubella, mumps, hepatitis B, and varicella. Hib and PCV are not required for children older than 59 months (5 years) of age.

5. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccines (DTP/DTaP, Tdap, DT or Td) are required for children 7 years of age and older.

6. Students who have received one or more doses of the above listed vaccines, but who have not completed the series must continue to receive subsequent doses on schedule in order to remain in compliance and attend class.

7. The number of doses required and the schedule of immunizations will depend on the student’s age and/or grade.

8. Proof of immunity by titer is acceptable in lieu of vaccine history only for hepatitis B, polio, measles, mumps, rubella and varicella. Students must be revaccinated for diphtheria, pertussis, tetanus, HIB and Prevnar if records have been lost or destroyed.

C. Exclusion Letter

Any child not in compliance with the immunization requirements will be provided an exclusion letter which will provide the following:

1. Exclusion date will be 20 days from the date non-compliance is identified.

2. The 20 day exclusion period can not be extended.

3. Exclusion from school will occur if no vaccine verification is presented by date of exclusion.

D. Medical Contraindications

A child with a medical contraindication to one or more vaccine(s) may be exempted from immunization. A health care provider must complete and sign the medical contraindication section of Form DHMH 896, or provide
other appropriate documentation prior to the child’s admission to school indicating whether the condition is permanent or temporary. If the condition is temporary, the student must be monitored and the vaccine(s) received within 20 days of the exemption expiration date. Medical contraindication statement(s) must be documented on the DHMH 896 and maintained on file at the student’s school. During outbreak situations, students with immunization exemptions will be excluded from school if directed by the Health Department. A list shall be maintained of all students enrolled who have an exemption to immunizations on medical grounds.

E. Religious Objection

A parent or guardian may object to one or all immunizations on religious grounds. A student’s parent or guardian claiming exemption for religious reasons must sign the religious objection section on the DHMH 896, which will then be retained in the student’s health record. When a parent or guardian exercises this right, the immunizations which the student has received must be recorded on the immunization record section of the DHMH 896. No proof of religious affiliation is required beyond the signature of the parent or guardian. During outbreak situations, students with immunization exemptions will be excluded from school if directed by the Health Department. A list shall be maintained of all students enrolled who have an exemption to immunizations on religious grounds.

F. Exceptions

All students who do not have a completed immunization record must be given the Immunization Exclusion Letter.

1. Students transferring within the County who have SRS-7 transfer cards indicating the student is in compliance with immunizations are to be admitted to the receiving school. Registrars must request records immediately. Records are to be obtained within 10 days and upon receipt given to the school nurse for appropriate record management. Questions concerning this procedure must be referred to Health Services.

2. Students transferring from schools other than the PGCPS whose parents or guardians do not present an immunization record may be accepted if the student has a Maryland Student Transfer Record (SRS-7) which indicates that he/she is in compliance with immunization requirements. In those cases where there is no
Maryland Student Transfer Record (SRS-7), an appropriate person from the PGCPS System may call the last school the student attended to obtain the immunization record. In either case, the student’s admission to class is provisional based upon review of the written record upon arrival. During outbreak situations, these students must be excluded from school if directed by the Health Department.

3. **It is the responsibility of the parent or guardian to obtain the immunization record for the school.** The school nurse, registrar or school administrator may accept verbal confirmation of immunization compliance from other schools, health care facilities, or physicians’ offices, with the understanding that the written record must be received within 10 days.

4. When a homeless student without immunization records wants to register, the school nurse will provide assistance with obtaining immunizations.

5. Military families will be allowed to register and allotted 30 days to produce proof of immunization records.

III. **RELATED PROCEDURES AND REGULATIONS:** Maryland Department of Health Services and Mental Hygiene Regulations (COMAR 10.06.04).

IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Student Engagement and School Support, in consultation with the Prince George’s County Health Department, will maintain and update these procedures as necessary.

V. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5161, dated September 1, 1992.

VI. **EFFECTIVE DATE:** July 1, 2011.

Approved by:
William R. Hite
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11