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**Subject:** Proof of Immunization  
**Effective:** February 14, 2002  
**Revised:** September 2012

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### 1.0 PURPOSE

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The intent of this policy is to provide direction regarding the collection and management of immunization data as a condition for admission to the public school system.

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### 2.0 APPLICATION

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The policy applies to all New Brunswick public schools.

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### 3.0 DEFINITIONS

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**Immunization** refers to those vaccines, prescribed by the [Public Health Act](#), which must be administered to every child entering public school for the first time.

**Parent(s)** - includes guardian(s), as per the [Education Act](#).

**Student(s)** – refers to pupil(s), as defined in the [Education Act](#).

**Vaccine series** refers to those vaccines for which more than one dose is required to confer immunity. Children receive different vaccines at different ages to protect them against certain diseases.

**Vaccine-preventable diseases** are those diseases which are preventable by immunization. Currently, protection against measles, mumps, rubella, diphtheria, tetanus, polio, pertussis, varicella and meningococcal disease is required.

**Proof of immunization** in this policy refers to any one of the following:

- a listing of the inoculations received by a child, indicating the dates administered, signed by a physician, a public health nurse, a nurse practitioner or a nurse;
- confirmation from a public health nurse that the listing of inoculations described above has been reviewed by, or is on file at a New Brunswick public health office;
- a medical exemption signed by a physician ([Appendix A](#)); or
- a declaration of objection to immunization signed by a parent or guardian ([Appendix A](#)).

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**4.0 LEGAL AUTHORITY**

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[Education Act](#),

6 The Minister

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(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act

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**5.0 GOALS / PRINCIPLES**

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**5.1** The Department of Education and Early Childhood Development supports the goals of immunization, which are to minimize the risk that an outbreak of a vaccine-preventable disease will occur and to ensure that students are protected in the event that an outbreak of a vaccine-preventable disease does occur.

**5.2** The Department of Education and Early Childhood Development recognizes the importance of informing parents of the immunization requirements for school admission.

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**6.0 REQUIREMENTS / STANDARDS**

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**6.1 Informing Parents**

**6.1.1** Public notice of school registration shall state that proof of immunization is required for school admission under the [Education Act](#).

**6.1.2** At registration, the superintendent is responsible for ensuring that district/school staff inform parents that proof of immunization is required for school admission. Registration may occur at any time of the year.

**6.2 Proof of Immunization not received**

**6.2.1** When it is determined by district/school staff, in accordance with section 6.3 of this policy, that proof of immunization has not been received, parents shall be informed in the shortest possible delay of their obligation to comply with the relevant legislation. At this time, parents shall also be provided with a copy of:

a) the Immunization Exemption Form for School Entry ([Appendix A](#))

b) contact information for [local public health office](#)

**6.2.2** When proof of immunization is not forthcoming, the superintendent shall ensure that reasonable efforts are made to follow-up with parents to avoid loss of school privileges of students ([Appendix B](#)).

**6.2.3** At minimum, follow-up with parents in cases of non-compliance must state, in writing, the Superintendent's intention to exclude the child from school, should the timing of the student's registration permit such notification ([Appendix C](#)).

If registration occurs when school is already in session, the Superintendent's obligation to exclude the child from school shall be communicated to parents and followed up in writing.

Both written communications above shall describe the options open to parents for providing proof of immunization.

**6.2.4** Students arriving at school without proof of immunization, after repeated follow-up with parents as described above, will be sent home as soon as reasonably practicable, having due regard for the safety of each child.

### **6.3 Verification of Records and Admission**

**6.3.1** District/School staff are responsible for verifying that proof of immunization has been received. District/school staff are not responsible for determining whether the information is accurate. This is the responsibility of the public health nurse.

**6.3.2** Students are to be admitted as soon as school personnel receive proof of immunization. Admission of students is not contingent on review of a student's immunization records by a public health nurse. This step may occur at a later time if it would mean loss of instructional time for a student.

**6.3.3** The superintendent has the discretion to refuse or to admit a student in cases where parents provide proof that at least the first vaccine of a series has been received within the previous six months.

Students admitted at the discretion of the superintendent shall receive an Interim School Entry Permit, which is valid for 120 days. Students who have not provided the documents after 120 days will be excluded from school.

### **6.4 New Residents of New Brunswick**

**6.4.1** Students moving to New Brunswick less than 120 days prior to the student's first day of school shall be issued an Interim School Entry Permit (refer to [Policy 804 – Student Registration](#)), in order to provide them with the opportunity to obtain proof of immunization.

- 6.4.2** Students referred to in 6.4.1 who have not provided the documents after 120 days will be excluded from school.

## **6.5 Record Keeping and Liaising with Public Health**

- 6.5.1** A School Entry Permit, as per [Appendix A](#) of [Policy 804 - Student Registration](#), shall be issued when all necessary documentation has been received. The necessary documents include proof of immunization, proof of the student's age in the form of a birth certificate or other official document, and identification indicating the student's address.
- 6.5.2** Principals must ensure that proof of immunization, as defined in section 3, is kept in the student's cumulative record folder.
- 6.5.3** It is essential that a record of children who have not been immunized, including those children whose parents have provided a medical exemption or a written objection, be maintained in the principal's office since these students may have to be excluded from school in the event of an outbreak of a vaccine-preventable disease.
- 6.5.4** Each month, the name of any students entering New Brunswick schools for the first time, and for whom immunization records have been submitted that month, must be reported to the local public health office.
- 6.5.5** Immunization records of students in the school system are reviewed by public health officials. Where, as part of this review of immunization records, a public health official identifies an incomplete record, the principal shall notify the parents of this fact. Parents will have 120 days to complete the immunizations.
- 6.5.6** Persons responsible for record keeping at schools and districts must comply with the [Personal Health Information Privacy and Access Act](#) and the [Right to Information and Protection of Privacy Act](#).
- 6.5.7** Any information collected must be kept as per record retention schedules or related processes.

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## **7.0 GUIDELINES/RECOMMENDATIONS**

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Templates are provided in the appendices for use by school personnel.

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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District Education Councils may establish policy that is consistent, or more comprehensive, than this provincial policy.

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**9.0 REFERENCES**

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[Appendix A](#) Immunization Exemption Form for School Entry

[Appendix B](#) Template of first notice to parents

[Appendix C](#) Template of exclusion notice to parents

**Education Act references:**

## Section 10

10(1) A superintendent shall refuse admission to a pupil entering school for the first time who does not provide satisfactory proof of the immunizations required under the [Public Health Act](#) or the regulations under that Act.

10(2) Subsection (1) does not apply to a pupil whose parents provide:

(a) a medical exemption, on a form provided by the Minister and signed by a medical practitioner, or

(b) a written statement, on a form provided by the Minister and signed by the parent, of the parent's objection for reasons of conscience or religious belief to the immunizations required under the [Public Health Act](#) or the regulations under that Act.

[Personal Health Information Privacy and Access Act](#)

[Public Health Act, Regulation 2009-136, section 12\(1\) and 12\(3\)](#)

**Immunization of children**

12(1) If a child is entering a school in New Brunswick for the first time, the principal of the school shall ensure that proof of immunization of the child for the following diseases is provided to him or her:

- (a) diphtheria;
- (b) tetanus;
- (c) polio;
- (d) pertussis;
- (e) measles;
- (f) mumps;

- (g) rubella;
- (h) varicella; and
- (i) meningococcal disease.

**12(3)** Notwithstanding subsections (1) and (2), proof of immunization is not required if the parent or legal guardian of the child provides

- (a) a medical exemption, on a form provided by the Minister, that is signed by a medical practitioner or nurse practitioner, or
- (b) a written statement, on a form provided by the Minister, signed by the parent or legal guardian of his or her objections to the immunizations required by the Minister.

[Right to Information and Protection of Privacy Act](#)

**Relevant Department of Education and Early Childhood Development policies:**

[Policy 804 Student Registration](#)

**Other relevant resource:**

Department of Health - *Policy regarding the immunization status of children entering a New Brunswick school for the first time*

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## **10.0 CONTACTS FOR MORE INFORMATION**

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Department of Education and Early Childhood Development – Student Services Branch  
(506) 453-2816

Department of Health – Office of the Chief Medical Officer  
(506) 444-2112

Department of Education and Early Childhood Development – Policy and Planning Branch  
(506) 453-3090

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**MINISTER**