

2283 IMMUNIZATIONS	
Chapter: Sununu Youth Services Center	Section: Healthcare
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: 01-01-09 Scheduled Review Date: 01-01-11
	William W. Fenniman, DJJS Director
Related Statute(s): _____ Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

It is SYSC policy to follow the New Hampshire Department of Education's School Immunization Requirements and to follow applicable policies and procedures of the New Hampshire Immunization Program. SYSC recognizes the importance and value of providing our residents appropriate, necessary and up to date vaccinations and immunizations.

Purpose

The purpose of this policy is to establish the SYSC immunization procedure.

Procedure

I. School District Request

- A. Upon admission, the resident's immunization records will be requested from the sending school district.

II. SYSC Immunization Record Review

- A. Upon receipt the record will be reviewed by the SYSC nursing staff for compliance and/or adherence to state requirements for immunizations and/or vaccines or currently recommended immunizations/vaccines by the Center for Disease Control and the New Hampshire Division of Public Health Services.
- B. SYSC nursing staff shall obtain information regarding Hepatitis B vaccine (still not required for youths born before 1/1/93) and Human Papilloma Virus (HPB) vaccinations (a recommended but not required vaccination).
- C. The need for any vaccination shall be confirmed with the parent/guardian to ensure that the information on the School Health Record is accurate, up to date and that the resident is truly in need of said immunization.

III. Authorization Request

- A. The SYSC nursing staff shall seek authorization for Immunizations/Vaccines and provision of relevant information.
- B. Written parent/guardian authorization for the specific immunization/vaccine series shall be obtained prior to administration.

- C. Parent/guardian shall be provided with a Vaccine Information Statement (VIS) for each vaccine or vaccine series prior to signing any immunization authorization.

IV. Physician Order

- A. A physician's order shall be obtained for all immunizations and vaccines. Physician's orders shall be written in the following manner:
 - 1. Following receipt of written parental/guardian authorization, a physician's order shall be obtained for each youth.
 - 2. The order sheet shall delineate the exact name of the medication, the strength, the dosage to be given, time frames and frequencies (if applicable) the route and if available the lot number.

V. HPV Vaccine

- A. Residents needing or requesting HPV vaccine will be referred to the Teen Health Center Clinic once written parental/guardian authorization had been obtained. In the absence of a practitioner at the clinic, the SYSC attending physician will be requested to write the orders for the HPV vaccine.

VI. Immunization Documentation

- A. Immunizations/vaccines shall be recorded in the following manner:
 - 1. If given by the Teen Health Center clinician.
 - (a) On the Teen Health Center Record.
 - (b) On the School Health Immunization Record.
 - 2. If ordered and given by DJJS personnel.
 - (a) On the Medication Administrative Record (MAR).
 - (b) On the School Health Immunization Record.
- B. In addition to recording the medications, the strength, dosage, frequency and time and the nurse's initials, the lot number and expiration date shall also be documented.

VII. Influenza Vaccinations

- A. Influenza vaccinations shall be handled in the following manner:
 - 1. The nurse will develop a list of residents that medically warrant receiving the flu vaccine.
 - 2. The physician shall review this list and shall write an order for each youth who is to receive the vaccine.

3. Written parent or guardian authorization shall be obtained prior to administration. Residents are not allowed to authorize Influenza vaccinations.
4. Administration of the vaccine shall be recorded on the Medication Administration Record.
5. Record with the lot number. It should also be documented on the resident's Immunization Record.
6. Administration of Vaccines.
 - (a) Nurses will follow the procedures as outlined in Nursing Interventions and Clinical Skills, elkin, Perry and Potter 4th Edition, 2007, Chapter 17 Administration of Injections or
 - (b) How to Administer Subcutaneous and Intramuscular Injections, Immunization action Coalition, January 2007.
7. Vaccine Management of Selected Biologicals
 - (a) SYSC shall follow the CDC Vaccine Management: Recommendations for Storage and Handling of Selected Biologicals, January 2007.
8. Immunization Practices
 - (a) Unless otherwise noted, SYSC shall follow the New Hampshire Immunization Program policies and practices.

VIII. Resident Discharge

- A. Upon discharge a copy of the immunization record shall be sent with the youth. A discharge summary will also be sent. The discharge summary and the Immunization record will only contain information regarding the HPV vaccination if both residents and parent/guardian give permission.
- B. If the resident/guardian refuses to allow Human Reproduction related information to be released on the discharge summary, the resident shall be given printed information regarding the immunizations including instructions for follow up care.

Health Authority Signature

Date