

Susceptible List Procedure

Purpose

This procedure informs staff when and how to fill out the *Susceptible List Forms* for children who are Exempt, Conditional, or Non-Compliant with immunizations.

Guidance

Washington State law requires that all children are up to date with their immunizations before entry to an Early Learning program. Staff must review *Certificate of Immunization Status* or the *Certificate of Exemption* to know if a child is:

- Complete - no other immunizations are needed during the program year. No further action is needed
- Conditional - they have all the immunizations they can have at the present and will need additional immunizations during the program year
- Non-Compliant - they are past due or don't have all immunizations needed for their age
- Exempt - they do not want their child to receive certain immunizations and there is an exemption form on file stating which immunizations they are exempt from. Some exemptions require a doctor's signature.
- Early Head Start staff will consult with their Health Coordinator.

Procedure for Exemptions

1. Review *Certificate of Exemption* card to determine which immunizations the child is exempt from.
2. If a child is exempt for any immunizations, enter the exemption date and their name and birthdate on the *Susceptible List (Exempt Children) Form*.
3. Put an E in the columns under the vaccine, or vaccine dose for which the child is exempt.

Procedure for Conditional and Non-Compliant, Needs Follow-Up

1. Review *Certificate of Immunization* card to determine if the child is Complete, Conditional or Non-Compliant.
2. Write the due date for each immunization that is needed.
3. Write the child's name and birthdate.
4. Write a "C" in the columns under the vaccine or vaccine dose for which the child is Conditional and "NC" for Non-Compliant.
5. Make sure there is a plan in place with each family to obtain the needed immunizations.
6. Update form as needed.

It there is an outbreak in the community, each Exempt, Conditional or Non-Compliant child must be excluded from class. Consult with your Regional Health Coordinator.