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**Subject:** Mandatory Immunization  
**Effective:** February 14, 2002  
**Revised:**

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### 1.0 PURPOSE

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The intent of this policy is to provide educators a clear course of action in 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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**Mandatory immunization** refers to those vaccines, prescribed by the [Public Health Act](#), which must be administered to every child entering school for the first time.

**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 and polio is required.

**Proof of mandatory 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 or a public health 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 B](#)); or
  - a declaration of objection to immunization signed by a parent or guardian ([Appendix B](#)).
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### 4.0 LEGAL AUTHORITY

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[Education Act](#), 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.

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**MINISTER**

- 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.

[Public Health Act](#), section 284 and 285 under [Regulation 88-200](#)

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## 5.0 GOALS / PRINCIPLES

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- 5.1** The Department of Education supports the goals of mandatory 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 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 mandatory 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 mandatory immunization is required for school admission. Registration may occur at any time of the year.

### 6.2 Proof of Mandatory 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 mandatory 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 Record of School Registration form. [\(Appendix A\)](#)
  - b) a Proof of Immunization Requirement or Exemption for School Entry form. [\(Appendix B\)](#)
  - c) a list of public health offices. [\(Appendix C\)](#)

**6.2.2** When proof of mandatory 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 D](#)).

**6.2.3** At minimum, follow-up with parents in cases of non-compliance must state, in writing, the school district's intention to exclude the child from school, should the timing of the student's registration permit such notification.

If registration occurs when school is already in session, the district'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 mandatory immunization ([Appendix E](#)).

**6.2.4** Students who are New Brunswick residents, arriving at school without proof of mandatory immunization, 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 mandatory 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 district/school staff receive proof of mandatory 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 6 months.

Students admitted at the discretion of the superintendent shall receive an Interim School Entry Permit, ([Appendix F](#)) 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 into New Brunswick less than 120 days prior to the student's first day of school shall be issued an Interim School Entry Permit in order to provide them with the opportunity to obtain proof of mandatory 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 shall be issued when all necessary documentation has been received. The necessary documents include proof of mandatory 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** Schools must ensure that proof of mandatory 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 pupils 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 routinely reviewed by public health officials. Where, as part of this routine review of immunization records, a public health official identifies an incomplete record, the school shall notify the parents of this fact. Parents will have 120 days to complete the mandatory immunizations.

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**7.0 GUIDELINES/RECOMMENDATIONS**

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- 7.1** Templates are provided in the appendices for school/district use.

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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- 8.1** District Education Councils may establish policy, within the parameters of this policy and the [Education Act](#), concerning mandatory immunization.

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**9.0 REFERENCES**

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- [Appendix A](#) Record of School Registration form
- [Appendix B](#) Proof of Immunization Requirement or Exemption for School Entry form
- [Appendix C](#) A listing of public health offices in the province
- [Appendix D](#) Template of first notice to parents
- [Appendix E](#) Template of exclusion notice to parents
- [Appendix F](#) School Entry Permit

**10.0 CONTACTS FOR ADDITIONAL INFORMATION**

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

Department of Education – Student Services Branch  
(506) 453-2816

Department of Health and Wellness – Public Health and Medical Services  
(506) 453-2323

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**MINISTER**