



FLORIDA DEPARTMENT OF JUVENILE JUSTICE DETENTION SERVICES FACILITY MEDICAL POLICIES

Superintendent _____ Signature Designated Health Authority _____ Signature	Effective Date: November 1, 2016	Revised Date: July 5, 2018		Procedure Number: 8008 Medical Services
Subject: ADMINISTRATION OF REQUIRED AND ORDERED VACCINATIONS			Reference: 63M-2.0052 F.A.C. Quality Improvement Standard 4.07	
Purpose:	The purpose of this policy is to outline procedures for the administration of required and ordered vaccinations.			

PROCEDURE:

- A. The AET provides an opportunity for parental consent to be obtained for missing vaccinations. At the time of signing the AET, the parent or guardian will first be provided with the relevant Vaccine Information Statements (VIS) in order to inform them of the potential risks and side effects. The VIS form can be accessed at <http://www.cdc.gov/vaccines/hcp/vis/index.html>. If the parent or guardian provides consent after reviewing the VIS then they will indicate such by initializing those sections on the last page of the AET and the VIS information must be included on the AET prior to consent being obtained.
- B. If the VIS are not documented as provided OR the parent or guardian does not consent to the vaccinations at this time, then the Parental Notification of Health-Related Care: Vaccination/Immunizations must be utilized at a later date with the required VIS in order to obtain consent.
- C. All youth in DJJ facilities must attend school, and to do so the facility has 30 days in which to obtain the consent for and administer necessary vaccinations. It is recommended that the attempts to obtain this consent occur as soon as the youth arrives at the facility and it is verified that immunizations are not up to date. For the administration of required and ordered vaccinations, the standard departmental form, Parental Notification of Health-Related Care: Vaccinations/Immunizations must be sent in advance, by certified mail, along with the appropriate Vaccine Information Statements (VIS). Written permission from the parent/guardian must be obtained on this form prior to the administration of vaccines. The parents have ten (10) calendar days to return the form. The type of VIS statement(s) and the publication date of each VIS form sent to the parent must be noted on the written consent form which the parent signs and sends back to the facility. The Vaccine Information Statements will be available on the Department’s website under Office of Health Services.
- D. A copy of the completed form related to the administration of vaccinations that is sent to the parent/guardian must be filed in the youth’s Individual Health Care Record directly behind the AET, in reverse chronological order. Upon receipt of the written consent from the parent, the signed parental notification should also be filed in the Individual Health Care Record, in the same section, directly behind the AET.

- E. In cases where the Parental Notification of Health-Related Care Vaccinations/Immunizations form is not returned but has been sent, the licensed health care staff must make three (3) witnessed attempts to obtain verbal consent prior to proceeding with vaccinations.
- F. A witnessed telephone call means that at least one other staff member is present, listens to what the caller states to the parent/guardian, and then speaks directly to the parent/guardian, informs him/her that the facility's policy is that telephone calls in which health care consent or permission are given are always verified with the parent/guardian.
- G. If after three (3) witnessed attempts to reach the parents/guardian have failed, then the Designated Health Authority may authorize the administration of vaccination(s) pursuant to Florida Statute 743.0645. The DHA will need to write an order and document in the progress note of the Individual Health Care Record why they are medically necessary.
- H. In the event that an off-site provider is utilized to administer a vaccination, the mailing of the notification, accompanied by the VIS, the obtaining of the written consent of the parent/guardian or authorization by the Designated Health Authority, must take place prior to the appointment for the administration of the vaccination.
- I. If a parent/guardian claims exemption and does not consent to vaccinations for religious reasons, then they must complete the "Religious Exemption from Immunization" Form provided by the Health Department, have it signed and authorized there and then submit this to the facility. Copies of the exemption will be filed in the Individual Health Care Record.
- J. If a parent/guardian does not consent to a vaccination for medical reasons, then a signed letter must be provided to the facility or program by the youth's Physician indicating the reason for the exemption. Copies will be filed in the Individual Health Care Record.
- K. Youth who are exempt for religious or medical reasons will be allowed to attend school.