Immunization Guide for Louisiana Schools

2019-2020 SCHOOL YEAR

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Overview

The 2019 Immunization Guide for Louisiana Schools provides base-level information to school staff members tasked with completing vaccination compliance work at their respective school sites. School staff perform immunization-related activities that include the processing of student immunization records and exemptions, updating immunization reports through the Louisiana Immunization Network (LINKS) school module, and answering questions coming from parents and guardians regarding the vaccinations required for school entry and attendance.

This manual will assist staff in performing the following tasks:

- Communicating with parents, school administrators, and healthcare providers regarding state immunization requirements for students attending school.
- Assessing the vaccinations a student needs for school entry by Louisiana law.
- Preparing and updating the required annual school immunization reports, by the annual due date.
- Reporting communicable diseases at your school.
- Working with public health officials to get susceptible students immunized during disease outbreaks.
- Understanding the causes and symptoms of vaccine-preventable diseases (VPDs), and how they are spread.
- Navigating the school module within LINKS, Louisiana Immunization Network.
- Locating available immunization resources and trainings.
Many entities have important roles in the vaccination of Louisiana’s students and with the maintenance of vaccination records. Below is some additional background on the roles that these immunization partners play.

**School Staff and Administrators**

According to Louisiana Revised Statue 17:170, Chief Administrators of all elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed daycare centers, whether public or private within this state, shall be responsible for checking students’ records and enforcing immunization compliance. Chief Administrators, by law, are to exclude students from school if they do not meet the State of Louisiana’s immunization requirements.

Administrators may designate other staff to perform immunization compliance tasks, such as nurses, health assistants, secretaries, clerks. Schools should have and follow policies to protect confidential information such as immunization records.

The following immunization compliance tasks are the responsibility of schools:

- Review State of Louisiana Certificates of Immunizations to ensure the records are correct and complete.
- Maintain a filing system for the required Certificates of Immunizations, such as alphabetizing by grade level, name, or other system to make it easier to keep the records up to date.
- Identify students who are missing required immunizations and contact parents/guardians for follow-up.
- Exclude students who do not meet the immunization requirements for entry into schools in Louisiana.
• Identify and retain records of disease susceptible students (those with an exemption or missing doses) to use in the event of a VPD outbreak.
• Update rosters in LINKS school module for required data reporting to the Louisiana Immunization Program as required by law.
• Teach parents and other staff members about the importance of getting students immunized
• Follow state immunization laws and school requirements. Access information via the following links:

**Louisiana Department of Education**

The Louisiana Department of Education provides guidance to schools regarding immunization requirements and managing VPD outbreaks. The Department adopts rules that establish procedures to exclude students from school who do not meet immunization requirements. The Department of Education develops and makes available the official Louisiana Certificate of Exemption form. The Department of Education also consults with the Department of Health and school districts to prepare information for schools to comply with state immunization laws.

**Louisiana Department of Health**

The Office of Public Health Immunization Program collects and assesses school immunization data as part of a federal requirement to the Centers for Disease Control and Prevention (CDC). Regional Immunization Program staff provide assistance and support to facilities, answer questions regarding immunization requirements, and are a resource on vaccines and VPDs. The Program has the responsibility to maintain LINKS. This is the secure online system schools access to update school data reports before the annual reporting deadline. The Immunization Program staff may review school records to ensure they comply with state requirements. The Program works closely with other partners including:

- Department of Education
- State Board of Health
- Regional Office of Public Health
- Parish Health Units
- Healthcare providers
- School nurses and staff
- School districts and superintendents

**Healthcare Providers**

Healthcare providers are encouraged to immunize patients according to the most current CDC Advisory Committee on Immunization Practices (ACIP) recommended immunization schedules. Healthcare providers:

- Educate parents/guardians about VPDs and vaccinations and provide a current Vaccine Information Statement (VIS) for each vaccine administered.
- Give information on the benefits and risks of immunization to parents/guardians wanting to exempt (excuse) their child from immunization requirements.
- Healthcare providers licensed in Louisiana, including physicians (M.D.), physician assistants (P.A.), osteopaths (D.O.), naturopaths (N.D.), and advanced registered nurse practitioners (A.R.N.P.), can either sign the official Certificate of Exemption or write and sign a letter with the same information.
- Must provide parents/guardians, when requested, with a written record of immunizations administered. Providers with access can print the Certificate of Immunizations if the certificate is up-to-date and not expired, with the student’s immunization history prepopulated by LINKS.

The HIPPA privacy rule permits providers to disclose proof of required immunizations to a school with agreement from the parent or guardian. The agreement can be obtained either orally or in writing, and no need to be signed or contain the other elements required in a formal, written HIPPA authorization. More information on HIPPA privacy rules and student immunizations can be found at: https://www.hhs.gov/hipaa/for-professionals/privacy/guidance/student-immunizations/index.html

Parents/Guardians
The parent/guardian is ultimately responsible for ensuring their child meets all school immunization requirements. Parents should keep accurate and up-to-date vaccination records for their children. Parents/guardians are required to submit a complete Certificate of Immunizations to their child’s school before the child enrolls and attends, per Louisiana Revised Statute 17:170. As stated earlier, a signed immunization exemption form can be provided by parents/guardians in lieu of the receipt of a complete Certificate of Immunizations form.
Vaccination Requirements for Attendance

School staff can help to protect students against serious diseases by encouraging complete and timely immunization. Help parents/guardians understand that:

- Keeping up-to-date immunization records at home and school is important.
- Each student should provide a record of his or her immunizations on a State of Louisiana Universal Certificate of Immunizations.
- Vaccinating on time gives students the best protection.
- VPDs still exist with outbreaks still occurring throughout the country and even in Louisiana.
- Students can get vaccinations through Louisiana Vaccines for Children (VFC) if they meet program requirements.

**Difference between “Required” and “Recommended”**

The difference between immunization requirements and recommendations can get confusing. Staff should understand the difference so parents/guardians get the necessary information to their child’s school. These definitions can help:

- **Requirements:** Students are required by state law to get certain vaccines to enter into and attend school.
- **Recommendations:** The Louisiana Department of Health Office of Public Health updates a recommended schedule for immunization of children on a yearly basis. The CDC’s ACIP also makes vaccine recommendations that providers follow as the “best practice” to get the best protection from VPDs. Not all of the vaccines recommended by the ACIP are required/recommended in the state of Louisiana.
## Louisiana School Immunization Entry Requirements

<table>
<thead>
<tr>
<th>Vaccine type</th>
<th>Doses required for entry into Kindergarten(^2) - 12(^{th}) grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria Tetanus Acellular Pertussis vaccine (DTaP)</td>
<td>5 doses in student record at kindergarten entry and for entry into all subsequent grades thereafter(^3)</td>
</tr>
<tr>
<td>Poliovirus vaccine (IPV)</td>
<td>4 doses in student record at kindergarten entry and for entry into all subsequent grades thereafter(^4)</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella vaccine (MMR)</td>
<td>2 doses in student record at kindergarten entry and for entry into all subsequent grades thereafter</td>
</tr>
<tr>
<td>Hepatitis B vaccine (HepB)</td>
<td>3 doses in student record at kindergarten entry and for entry into all subsequent grades thereafter</td>
</tr>
<tr>
<td>Varicella vaccine (VAR)</td>
<td>2 doses in student record at kindergarten entry and for entry into all subsequent grades thereafter</td>
</tr>
<tr>
<td>Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)</td>
<td>1 dose in student record at 6(^{th}) grade entry and for entry into all subsequent grades thereafter; or starting with any student 11 years of age in any grade</td>
</tr>
<tr>
<td>Meningococcal vaccine (MenACWY)</td>
<td>1 dose in student record at 6(^{th}) grade entry and for entry into all subsequent grades thereafter, through the 10(^{th}) grade; or starting with any student 11 years of age in any grade</td>
</tr>
<tr>
<td></td>
<td>2 doses in student record at 11(^{th}) grade entry and for entry into all subsequent grades thereafter; or starting with any student 16 years of age in any grade (New for 2019)</td>
</tr>
</tbody>
</table>

\(^1\) Requirements are in accordance with Louisiana Revised Statute 17:170 and Louisiana Administrative Code, Title 51, Section I-701.

\(^2\) Entry requirement exception for students who are four years of age when entering kindergarten at start of school year: To attend kindergarten in Louisiana, students must be five years old by September 30 each school year. Therefore, there are instances where a student is still four years old when entering kindergarten. In these instances, the four-year-old student may be admitted into kindergarten so long as a parent/guardian presents a record indicating that the student is in progress of receiving the required vaccinations. In these instances, follow-up from school staff must be provided for compliance with the above requirements.

\(^3\) Those students who received their fourth dose of DTaP at age four or older do not need a fifth dose on record.

\(^4\) Those students who received their third dose of IPV at age 4 or older do not need a fourth dose on record.

Note: Students can participate in school without the required immunizations listed above if either of the following are presented: 1) a written statement from a physician stating that the procedure is contraindicated for medical reasons; or 2) written dissent from the parent/guardian.
Student Immunization Status Terminology
The following terms describe the immunization status of students in Louisiana:

- Complete
- Out of Compliance
- Exempt

A short definition of each term is provided below:

1) Student has an immunization status of **COMPLETE** if they:
   
   - Have been fully vaccinated for their age according to vaccination requirements set by the state, or
   - Have provided proof of acquired immunity

2) Student has an immunization status of **OUT OF COMPLIANCE** if they:
   
   - Are not fully immunized for their age according to the state entry requirements or
   - Do not have an exemption for the missing required immunization on file.

Any student with **OUT OF COMPLIANCE** status must, by law (RS 17:170), be excluded from attending school until he or she meets the legal requirements of the law. Chief Administrators are empowered and have the duty to exclude students from attending whom not in compliance with vaccination requirements.

School staff should consult with their administrator to ensure that exclusion is completed in accordance with the procedures set by the school district and the Department of Education.

3) Students have an immunization status of **EXEMPT** if they have a vaccination exemption on file for one or more required vaccinations. The individual or their parent or guardian, may either submit a written statement from a physician stating that the procedure is contraindicated for medical reasons. The individual may also submit a written dissent on behalf of themselves or the dissent can come from their parent/guardian.


The Louisiana Immunization Program suggests signed exemption forms be resubmitted annually if a parent/guardian or individual wishes to claim an immunization exemption over multiple school years.
Immunization Records

Louisiana Universal Certificate of Immunizations
Before a student can attend any school in Louisiana, a parent/guardian must provide proof of the required vaccinations or immunity. School staff should require the receipt of a valid State of Louisiana Universal Certificate of Immunizations form from the parent/guardian. To be considered valid the expiration date at the top right of the page must have a future date listed. If the certificate is expired, that means the child needs shots and the certificate is considered invalid. These records should then be maintained at the site where the student is attending. It is important that these records are consistent and complete so that school staff can quickly determine the immunization status of their student populations, especially in the event of disease outbreaks.

An authorized (signed) Certificate of Immunizations can include:
- Certificate printed from LINKS and signed by vaccination provider or printed from LINKS by a school and signed by a licensed doctor or nurse; or
- Certificate printed from Louisiana MyIR by an individual or parent/guardian. Link to MyIR registration webpage is https://myir.net/. Also for more information, see the LINKS section of this guide.

Do not accept any unapproved or alternate certificate. A certificate must include:
- Name and birth date of student
- Type of vaccinations received
- Month, day, and year of each dose of vaccine received
- Authorized signature (either from a vaccination provider, authorized school nurse, or the MyIR system)

A completed certificate must be signed and on file at each facility site. Staff must immediately follow-up with the parent or guardian if the certificate is not signed, dated, or not filled out completely. Every school, preschool, and early learning center must review the vaccinations listed on the certificate and determine a student’s immunization status as complete, out of compliance, or exempt.

How Parents Can Get Help
Louisiana requires parents/guardians submit a completed, signed, and dated immunization record to meet the state’s immunization requirements for entry into school. Parents/guardians can get help in these ways:
- Ask the healthcare provider or school if they can print and authorize a Certificate of Immunizations directly from LINKS.
- Sign up with MyIR which allows them to view their own and their children’s immunizations online and print a pre-populated Certificate of Immunizations. For more information, see the LINKS section of this guide.

Note: Attaching a record of immunization history to the Universal Certificate of Immunizations with a parent signature, is unacceptable. The certificate itself should be fully completed with dates of vaccination represented and then submitted to the school with signature from an authorized entity.
Annual Reporting Requirements

Schools are required by state statute to report student vaccination information electronically to the Louisiana Immunization Program. Each year the Louisiana Immunization Program works with facilities throughout the state to ensure reports are updated in LINKS school module, by set deadlines. The Program collects the aggregate data within LINKS school module and performs special assessments on data related to students attending kindergarten, sixth grade, and 11th grade in Louisiana. Aggregate state-level data is then sent to the Center for Disease Control and Prevention (CDC) as required.

Note: Although special assessments occur with kindergarten, sixth grade, and 11th grade student data, state law requires that school administrators check all students' records (all grades) to ensure they are up to date on the vaccinations needed to attend school.

The Immunization Program analyzes the collected data and develops parish-level and school-level data maps and graphs so that the program, schools, and parents can assess the following:

- Percent of students with complete vaccination records in each parish/at each school
- Percent of students with missing vaccination records and incomplete vaccination records in each parish/at each school (Note: These are the students who are considered “Out of Compliance” and should be excluded from school until records are complete)
- Percent of students with an exemption on file in each parish/at each school
- Number of schools that did not report data as required (statewide)

Note: Starting with the 2019-2020 school year, the Immunization Program will be publishing aggregate school-level data, publicly, so that parents/guardians can assess each school’s level of vaccination compliance among their student populations.

Louisiana Reporting Laws for Schools (RS 17:170)

(1) Chief administrators of all elementary and secondary schools, kindergartens, colleges and universities, proprietary schools, vocational schools, and licensed daycare centers whether public or private within this state shall:

   a) Be responsible for checking students’ records to see that the provisions of this section are enforced.

   b) Electronically transmit immunization compliance reports to the Louisiana Department of Health, Office of Public Health, when the public or private school operates an existing student-specific electronic data system.

(2) The provisions of this section which relate to the electronic transmission of data shall be implemented according to rules and regulations promulgated by the Louisiana Department of Health in accordance with the Administrative Procedure Act.

Deadlines for reporting student immunization data each year
For all schools: November 15
**How to submit reports**

Reporting of student vaccination information to the Louisiana Department of Health, as required in state statute, occurs at the school level. Responsible staff members must update rosters within the school module within LINKS, by the reporting deadline. If needed, contact the Regional Immunization Consultant in your area who will provide guidance on enrollment in LINKS and trainings that provide instruction on using the LINKS school module. Regional contact information is maintained as current on the LINKS home page at https://lalinks.org/linksweb/. Use the information below to contact the appropriate consultant in your area:

Region 1: Stephen Henry, 504-599-0128, Stephen.A.Henry@la.gov
Region 2: Cindy Aydell, 225-342-2046, Cindy.Aydell@la.gov
Region 3: Laurie Lapeyrouse, 985-447-0916 Ext. 350, Laurie.Lapeyrouse@la.gov
Region 4: Amelia Landry, 337-262-5620, Amelia.Landry@la.gov
Region 5: Shonna McCarthy-Lewis, 337-475-3245, Shonna.McCarthy-Lewis@la.gov
Region 6: Kevin Bonton, 318-484-2161, Kevin.Bonton@la.gov
Region 7: Louann Jackson, 318-676-7474, Louann.Jackson@la.gov
Region 8: Joy Jordan, 318-361-7217, Joy.Jordan@la.gov
Region 9: John Lyons, 985-543-4857, John.Lyons@la.gov
LINKS is the Louisiana Immunization Network. LINKS keeps track of immunization records for people of all ages and forecasts recommended vaccinations based on an individual’s age. The system is a secure, web-based tool for vaccination providers as well as schools. LINKS connects people who receive, administer, record, view, report on, and order vaccines in Louisiana.

**School Module**
The School Module is the portal within LINKS that schools must use for vaccination tracking and reporting according to Louisiana law. School nurses and staff use it to access their students’ existing immunization records and enter medically verified historical immunizations that are missing in the IIS. The School Module allows the user to see school-specific information and reports. It reduces the need for school staff to spend time entering immunization dates into a student information system that is separate from the LINKS. It provides tools to quickly and accurately determine immunization compliance and identify vulnerable students during a disease outbreak. If immunization dates are missing in the IIS, a school nurse can enter medically verified immunization dates into the School Module, providing students with a complete lifetime immunization record. There are many more reasons why the School Module is beneficial for schools and public health. For more information, contact your Regional Immunization Consultant (see page 11 for listing of contacts).


**Patient Privacy**
LINKS follows state and federal laws that govern the use and sharing of health information. The data provided from schools through LINKS is in aggregate format and is not considered patient specific data.

**Accessing the IIS**
School staff whose job responsibilities include student immunization tracking and reporting are authorized to become system users. Schools can access the system in two different ways:

- **View access** allows schools to view immunization records and print the Universal Certificate of Immunizations.
- **School Module access** allows schools to view and enter any missing immunization records in the system. This Module also provides tools to help schools track student compliance with immunization requirements.

**Steps to Enrollment**
In order to complete the enrollment process to gain access as a user in LINKS, you must do the following:

1. Contact the Regional Consultant in your area and request LINKS access. Page 11 of this guide provides a listing of consultants and their contact information.
2. Complete the LINKS Site Enrollment Agreement and send the completed form electronically to the Regional Immunization Consultant serving your area of the state. This form can be accessed by going to https://lalinks.org/linkswep/LINKS_ENROLL.html

3. Complete the LINKS Individual User Agreement and send the completed form electronically to the Regional Immunization Consultant serving your area of the state. This form can be accessed by going to https://lalinks.org/linksweb/LINKS_ENROLL.html

4. Confirm review of the LINKS Confidentiality Policy. This document can be accessed by going to https://lalinks.org/linksweb/LINKS_ENROLL.html

5. Complete required LINKS online training assigned by the Regional Immunization Consultant in your area.

**Louisiana MyIR**
MyIR is a consumer access portal that parents and individuals can use to view their own and their family's immunization records securely online. Once registered for MyIR, consumers can access their immunization records at any time. They can also print the Certificate of Immunizations (PDF) for school entry purposes.

Signing up for MyIR is easy. Individuals or parent/guardians go to https://myir.net/register to begin the sign-up process. After entering initial demographic information, the system sends the registrant a PIN and activation link.

If assistance is needed involving MyIR, consumers can access this help page at https://myir.net/?page_id=1738
Disease Reporting and Outbreaks

Reporting of Disease
Schools are required to notify public health authorities at their local health jurisdiction of suspected or confirmed cases of selected diseases or conditions.

List of Reportable Diseases in Louisiana (Sanitary Code):

All diseases and conditions on the list of reportable diseases should be reported on an EPI-2430 card. This card can be found online at http://www.ldh.la.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/Surveillance/DiseaseReportFormNO.pdf

Completed EPI-2430 cards can be submitted by fax, 504-568-8290, or mail to the Infectious Disease Epidemiology Section, Louisiana Department of Health Department of Health, Office of Public Health, 1450 Poydras Street, Suite 1641, New Orleans, LA 70112. All facsimile transmissions are considered part of the confidential disease case report, and as such, are not subject to disclosure. Make additional copies as needed. Your support in disease reporting will enhance disease prevention.

Disease Outbreaks
Any unusual or group expression of illness which may be of public health concern should be reported to the local health authorities by the most expeditious means, whether it is included or not in the list of diseases officially reportable in the particular locality and whether it is a well-known identifiable disease or an undefined or unknown clinical entity.

If you notice an unusually large number of persons becoming ill with the same illness (whether or not they seem to be related in other ways), The Louisiana Department of Health Department of Health encourages you to report a possible outbreak to public health at 504-568-8313 during business hours or 800-256-2748 after hours. Any occurrence of a rare or exotic illness should also be reported.

According to Louisiana Revised Statute 17:170, in the event of an outbreak of a VPD at the location of an educational institution or licensed daycare center, the administrators of that institution or facility are empowered, upon the recommendation of the Office of Public Health to exclude from attendance unimmunized students and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.
Staff Vaccination Recommendations

Schools must try to prevent the spread of disease for both students and staff. To do this, they should:

- Keep track of staff vaccinations or remind staff that they may need to provide their immunization records in the event of an outbreak.
- Promote vaccination for staff members in an effort to safeguard the school community.
- If directed by the local Health Officer, exclude susceptible staff members during an outbreak (refer to your school or agency policies about whether staff can take sick leave when excluded).

The following immunizations are recommended for school staff:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Persons Born Before 1957</th>
<th>Persons Born in or After 1957</th>
</tr>
</thead>
</table>
| MMR (Measles, Mumps, Rubella) | 2 doses of vaccine recommended for healthcare personnel (including school nurses)  
Not at high risk: generally considered immune (US or foreign born). Vaccine not routinely recommended, but 1 dose may be given  
Testing is NOT necessary. However, if testing occurred and result is negative, 1 or 2 doses of MMR vaccine is recommended, depending on risk level | 1 dose of vaccine if not at high risk  
2 doses of vaccine if high risk (healthcare personnel, including school nurses, international travelers, and students attending college)  
Vaccine needed even with history of prior disease diagnosed by a provider  
No vaccine needed if documentation of blood test shows positive immunity  
No vaccination or testing needed if documentation of 1-2 doses of MMR vaccine (number of doses depends on risk level) |
| Varicella (chickenpox)       | 2 doses of vaccine  
Other evidence of immunity: **no vaccine needed**  
o Healthcare provider verification of chickenpox disease or herpes zoster (shingles)  
o Persons born before 1980 (does NOT apply to healthcare personnel, pregnant women, and immunosuppressed persons)  
o Blood test showing positive immunity | |
| Hepatitis B                  | 2 or 3 doses depending on which vaccine is used | |
| Tdap/Td                      | 1 dose of Tdap, then Td booster every 10 years  
Pregnant women should get Tdap during EACH pregnancy, regardless when the last dose was received | |
| Influenza (Flu)              | Annual influenza vaccine is recommended for everyone 6 months of age and older | |

For information on additional general recommended vaccinations for adults, please go to: [http://ldh.la.gov/index.cfm/page/3670](http://ldh.la.gov/index.cfm/page/3670)
Additional Resources

Fight the Flu Louisiana
http://ldh.la.gov/index.cfm/subhome/8

Foreign Language Terms: Aids to translating foreign immunization records

Immunization Action Coalition – Ask the Experts
http://www.immunize.org/askexperts/

Immunization Action Coalition – Vaccine Basics FAQs
http://www.immunize.org/askexperts/

LINKS
https://lalinks.org/linksweb/

List of Reportable Diseases in Louisiana (Sanitary Code):

Louisiana Laws:
http://ldh.la.gov/index.cfm/page/3673

Pink Book: Epidemiology and Prevention of Vaccine-Preventable Diseases
www.cdc.gov/vaccines/pubs/pinkbook/index.html

Requirements for attending schools of higher learning
http://ldh.la.gov/index.cfm/page/3653

School Located Influenza Vaccination Clinics
http://ldh.la.gov/index.cfm/page/3543

Statewide school immunization report data
https://healthdata.dhh.la.gov/

Vaccination Schedule: Louisiana (ages 0-18)

Vaccination Schedule: CDC (ages 0-18)

Vaccine Abbreviations and Trade Names
https://www.cdc.gov/vaccines/acip/committee/guidance/vac-abbrev.html

Vaccine Acronyms and Abbreviations - General
https://www.cdc.gov/vaccines/terms/acronyms.html
Louisiana School Immunization Entry Requirements
http://ldh.la.gov/assets/oph/Center-PHCH/Center-PH/immunizations/Louisiana_School_Immunization_Entry_Requirements_Kthru12.pdf

Vaccine Terms in Multiple Languages
www.immunize.org/catg.d/p5122.pdf

Where kids can get vaccinated in Louisiana
http://ldh.la.gov/index.cfm/page/3640