

Mary Poole
State Director
Patrick Maley
Deputy Director
Rufus Britt
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
W. Chris Clark
Chief Financial Officer



COMMISSION
Gary C. Lemel
Chairman
Barry D. Malphrus
Vice Chairman
Robin B. Blackwood
Secretary
Eddie L. Miller
Stephanie M. Rawlinson
David L. Thomas

3440 Harden Street Extension
Columbia, South Carolina 29203
803/898-9600
Toll Free: 888/DSN-INFO
Home Page: www.ddsn.sc.gov

Reference Number: 603-12-DD

Title of Document: Immunization Procedure for DDSN Regional Centers

Date of Issue: May 1, 2002
Effective Date: May 1, 2002
Last Review Date: October 15, 2020
Date of Last Revision: October 15, 2020 (REVISED)

Applicability: DDSN Regional Centers

PURPOSE:

To provide procedures for immunizations and screening of persons residing in South Carolina Department of Disabilities and Special Needs (DDSN) Regional Centers (in accordance with the accepted state and federal standards) for the control and prevention of communicable disease.

POLICY:

Each person must have documentation of having received the appropriate vaccines for their age. If there is reason why a particular vaccine has not been given, a written statement by a licensed primary care provider is required.

PROCEDURE:

I. Vaccination Information

A. Legal Requirements

1. All vaccine providers, public or private, are required by the National Vaccine Childhood Injury Act (NCVIA – 42 U.S.C. § 300aa-26[2 pages])

to give the appropriate Vaccine Information Sheets (VIS) to the patient (or parent or legal representative) prior to every dose of specific vaccines. The appropriate VIS must be given to the parent or legal representative of any child or adult to whom the provider intends to administer such vaccine prior to the vaccination, and must be given prior to each dose of a multi-dose series. It must be given regardless of the age of the recipient.

2. The most up to date VIS are available from the facility Infection Control Nurse. Copies of the most current VISs can be found at: <https://www.cdc.gov/vaccines/hcp/vis/current-vis.html>.
3. The materials shall be presented orally if necessary.

B. Record Keeping

1. Health care providers shall make a notation in the person's permanent medical record at the time the VIS is given indicating:
 - i) The edition date of the VIS;
 - ii) The date these materials are provided to the legal representative;
 - iii) To whom the VIS is provided.
2. All health care providers administering these vaccines must record the name of the person who administers the vaccine, the date of administration, the manufacturer, lot number, and expiration date of the vaccine used in the person's permanent immunization record located in the Electronic Medical Record (EMR).
3. All immunizations given to residents and employees must be entered in the statewide immunization registry - Immunization Information System (IIS).

C. New Admissions

1. A review of the immunization history by healthcare personnel will determine what vaccines are needed. The necessary VIS will be given or mailed to the legal representative of the person to receive the vaccine by a designated employee at each Regional Center.
2. Documentation that the vaccination information was provided and the date it was provided will be included in the immunization record in the person's permanent immunization record in the EMR by the healthcare personnel administering the vaccine.

D. Current Persons Residing at DDSN Regional Centers

1. Prior to the annual review, each person's immunization record will be reviewed by the unit healthcare personnel in order to assess for needed vaccinations for that year.
2. At the time of the annual review, if not before, the legal representative will be provided with the required VIS prior to the anticipated vaccination date by the person designated at each DDSN Regional Center.
3. The provision of the VIS and who received it will be documented in the permanent medical record.

II. **Adolescent Immunization Schedule:** The recommended child and adolescent immunization schedule for ages 18 years or younger will be sent out as updates occur to each nurse's station by the Infection Control Nurse. Annual updates can be found at: <https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>.

III. **Adult Immunization Schedule:** The recommended adult immunization schedule for ages 19 or older will be sent out as updates occur to each nurse's station by the Infection Control Nurse. Annual updates can be found at: <https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf>.

IV. **Immunocompromised Persons**

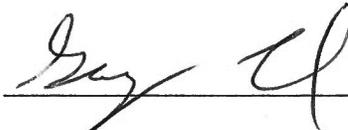
- A. Parentally administered live virus vaccines will not be given to persons who are severely immunocompromised, pregnant or to those who have had an allergic reaction to a prior dose of the same vaccine.

V. **Administration of Vaccines**

Prior to the administration of any vaccine, the package insert should be reviewed carefully. Certain vaccines have special handling and administration procedures that must be adhered to so the effectiveness of the vaccine is not compromised.



Barry D. Malphrus
Vice-Chairman



Gary C. Lemel
Chairman