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**Health and Wellness Center** · Building 19, Room 177 · Phone (413) 755-4230 · Fax (413) 755-6045

## **Student Immunization and Health Record Policy**

- I. **PURPOSE:** To provide a standard for student immunization and other health record requirements.
- II. **DEFINITIONS:**  
The College – Refers to Springfield Technical Community College.  
Health and Wellness Center – Refers to the Health and Wellness Center at the College.  
Health Record – All student vaccination, immunity, physical exam, medical screening, respiratory fit test data, and health history information that is required for student enrollment and/or academic participation.
- III. **POLICY:**
- A. All students will be required to meet state law and institutional Health Record criteria.
  - B. State immunization requirements are listed in the Code of Massachusetts Regulations 105 CMR 220.600.
  - C. If a student is 100% remote, with no chance of being on campus, the student does not have to present evidence of immunization. However, if the student would be coming to campus for any reason, proof of immunization would be required.
  - D. All students are requested to complete an annual Health History Form.
  - E. Some college programs have additional Health Record requirements, beyond those mandated by state law. These programs often include externships and/or clinical affiliations. Students enrolled in these programs will be held to the higher Health Record requirements. These requirements will be overseen by the College's Director of Health Compliance.
  - F. Students participating in collegiate athletics have additional Health Record requirements, set by the College's Athletic Director.
  - G. The Health and Wellness Center offers assistance to students to meet these requirements.
  - H. Students not in compliance with Health Record requirements will not be permitted to register for future classes. Students enrolled in programs with additional Health Record requirements, beyond those mandated by state law, who are not in compliance with Health Record requirements will be deregistered from classes with externships or clinical components. This may result in student ineligibility to complete his/her enrolled program.
  - I. The Health and Wellness Center maintained scanned images of submitted Health Records in accordance with federal, state, and institutional requirements. Copies of Health Records may be obtained by completing an Authorization to Release/Obtain Health Records form.

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- IV. **References:**  
Code of Massachusetts Regulations 105 220.600  
Massachusetts General Law Chapter 111 Section 15C

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## **Student Immunization and Health Record Procedures**

### **A. Student Notification of Health Requirements.**

- A. The Admissions Office will include health requirement information with their admissions packet upon a student's acceptance to the College. The information will include links to Health and Wellness Center student forms and a brief explanation of vaccination and other health requirements.
- B. The Health and Wellness Center information will list a due date for submission of all student health records. Records may be submitted in person or sent to the Health and Wellness Center by mail, by fax, or completed within/uploaded to the STCC Portal Health and Wellness Center drop box.
- C. Information listing required health records and all Health and Wellness Center forms are located on the Health and Wellness Center page of the College website [www.stcc.edu/healthservices](http://www.stcc.edu/healthservices)
- D. The Health and Wellness Center will send periodic student correspondence, listing required documentation.

### **II. Student Compliance.**

- A. The Health and Wellness Center will oversee student compliance with State immunization requirements, found at the Code of Massachusetts Regulations 105 CMR 220.600.
- B. The Director of Health Compliance will oversee compliance of college programs with additional Health Record requirements, beyond those mandated by state law. These programs often include externships and/or clinical affiliations.
- C. Once all required Health Records have been received by the Health and Wellness Center, a "permission" will be placed in the student's DataTel record. The permission allows a student to register for future classes.
- D. Students will not be allowed to participate in clinical coursework without a Health and Wellness Center "permission" on their record.
- E. No other College department will be able to override the Health and Wellness Center requirements.
- F. Incoming Freshmen
  - a. Incoming Freshmen are encouraged to complete a Student Health History Form prior to registering for classes.
  - b. All other Health Record information requirements may be waived by the Health and Wellness Center for up to 30 days after the first day of classes in order to allow students to register for classes.
  - c. Students participating in a clinical affiliation during their first semester may not have Health Record requirements waived.
  - d. Extensions to deadlines are granted in only certain situations. Deadline requests must be made in writing, on the Health Requirements Deadline Extension Request Form explaining why the student cannot meet the requirements by the deadline and submitted to the Health and Wellness Center. All requests will be reviewed on a case by case basis.

### **III. Vaccination Series.**

- A. Some vaccinations, such as Hepatitis B, require multiple doses, over several months.

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- B. Once a student provides documentation of initiation of a vaccination series the student Health Record will be considered temporarily complete, until the due date of the next vaccine administration.
- C. Some vaccinations require periodic administration, such as Tetanus. A student's Health Record will be considered incomplete if a vaccination re-administration is past due.

#### IV. Health Record Requirements.

- A. Each student is encouraged to submit a Student Health History Form every two years. The Student Health History Form lists emergency contact, allergy, medication, and emergency evacuation information.
- B. 105 CMR 220.600 lists state requirements for full-time (12 credits or more) students under the age of 30, and part-time Health Science students enrolled in post-secondary schools in Massachusetts. This information is also listed on the Student Health Record Requirements Form.
  - a. Proof of Tetanus vaccination within 10 years.
  - b. Proof of immunity to Pertussis.
  - c. Proof of immunity to Measles.
  - d. Proof of immunity to Mumps.
  - e. Proof of immunity to Rubella.
  - f. Proof of immunity to Hepatitis B.
  - g. Proof of immunity to Varicella.
  - h. Proof of MenACWY or MCV4 after 16<sup>th</sup> birthday for all students between 16-21 years old or a signed waiver form.
- C. Students enrolled in programs with additional Health Record requirements, beyond those mandated by state law, must provide the above listed information, as well as:
  - a. Physical Exam Attestation specific to the student program is the only acceptable physical exam form. The exam must be within 1 year of the program start date and very subsequent 1 ½ to 2 years.
  - b. Tuberculosis Screening: must be obtained between May 1<sup>st</sup> and June 30<sup>th</sup> of the year of acceptance into the program and annually thereafter. Students must receive either two-step **Mantoux testing** (PPD) or **IGRA-serology** (T-SPOT or Quantiferon Gold).
    - i. Two-Step Mantoux test: The purpose of the two-step PPD is to rule out a false negative on the first test.
      - Step 1:** PPD implanted into forearm and 48-72 hours later, the student will have the test "read" and results are documented by the clinician.
      - Step 2:** One to three weeks later, a SECOND PPD is implanted into the forearm and 48-72 hours later, the student will have the test "read" and results are documented by the clinician.
    - ii. If the student has a positive PPD or IGRA screening, a **chest x-ray** must be obtained between May 1<sup>st</sup> and June 30<sup>th</sup> of the year of acceptance into the program and the chest x-ray report must be submitted to the Health and Wellness Center with a **Positive Tuberculosis Test Questionnaire**. The questionnaire is required to be completed annually for all students with positive tuberculosis screening.
  - c. Students with off campus clinical affiliations must also provide proof of vaccination or immunity to Varicella by documentation of vaccination or titer. (History of disease is not accepted.)
  - d. Some externships and clinical sites may have additional Health Records required as a condition of student participation.

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- D. Student athletes are required to submit the Sickle Cell Trait Form for NJCAA Intercollegiate Athletes and annually submit the Athletic Preparticipation Evaluation form.
  - a. Students are only cleared for participation in athletic competitions, training or try-outs after submission of all required Health Records to the Health and Wellness Center.

**V. Vaccination Administration.**

- A. The Health and Wellness Center will maintain a list of medical provider sites in the Springfield area for student use.
- B. The Health and Wellness Center, when available, will provide/administer at cost or below cost vaccinations to students.

**VI. Health Record Release.**

- A. Scanned images of submitted Health Records are maintained by the Health and Wellness Center for five years.
- B. Copies of Health Records may be obtained by completing an Authorization to Obtain or Release Form.

**VII. Sharing Records.**