

## STEPS TO IMPLEMENTING A SCHOOL IMMUNIZATION CATCH-UP (SICU) PROGRAM FOR YOUR SCHOOL DISTRICT

- All Pennsylvania school districts will be eligible to apply to the Department of Health Division of Immunizations for the SICU Program.
- To initiate a SICU Program, the coordinator for each school district must have authorization from the school superintendent, school principal and any other appropriate parties.
- The school district program coordinator must complete and return the Vaccine for Children Eligibility Form and Vaccine Ordering Form to the Division of Immunizations, as instructed on the form.
- Information should be given on the following immunizations, to the parent/guardian and children that will be participating in the program before any immunizations are administered. <http://www.cdc.gov/vaccines/hcp/vis/index.html>
- A letter should be sent to the parent/guardian indicating the catch-up vaccine (s) the student appears to need. Click on the following to access a sample letter.
- All schools participating must have appropriate vaccine storage and handling capabilities before any vaccine will be shipped (Click here for the recommendations for vaccine storage and handling). <http://www.cdc.gov/vaccines/recs/storage/default.htm>.
- The appropriate Centers for Disease Control and Prevention's Vaccine Information Statements (VIS) must be given to each student's parent /guardian before administering each dose of the vaccine.
- A child may receive the Hepatitis B, MCV, Tdap, DTaP, Polio, MMR, and/or Varicella vaccine only after assigned consent has been returned to the program coordinator. This signed consent is to be kept in the student's medical record.
- The Vaccines For Children (VFC) Program requires that the child meets at least one of the criteria screening questions for eligibility to the program. Questions must be completed for each individual child, on the permission /refusal form. The questions are found on the permission/refusal forms.
- Hepatitis B, MCV, Tdap, DTaP, MMR, Polio, and Varicella vaccines must be administered per the Advisory Committee on Immunization Practices' (ACIP) recommendations for scheduling the series.
- Upon completion of the SICU Program, the Final Results Form should be submitted to the Division of Immunizations by the date indicated. If you have any further questions or need additional information, please contact Division of Immunizations at (717) 787-5681.