



Department of Health Services · Building 20, Room 320 · 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 Services – Refers to the Health Services Department at the College.

Health Record – All student vaccination, immunity, physical exam, medical screening, respiratory fit test data, and health history information that is required to be on file by Health Services.

III. **POLICY:**

- A. All students will be required to meet state law and institutional Health Record criteria.
- B. State immunization requirements are listed in Massachusetts General Law Chapter 76, Section 15C and within the Code of Massachusetts Regulations 105 CMR 220.600.
- C. All students attending classes on campus are required to complete an annual Health History Form.
- D. 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.
- E. Students participating in collegiate athletics have additional Health Record requirements.
- F. Health Services offers assistance to students to meet these requirements.
- G. Students not in compliance with Health Record requirements will not be permitted to register for any 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.
- H. Release of record information.

III. **PROCEDURE:**

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

- 1. The Admissions Office will include Health Services information with their mailings upon a student's acceptance to the College. The information will include Health Services student forms and a brief explanation of vaccination and other Health Services requirements.
- 2. The Health Services information will list a due date for submission of all student Health Records. Records may be submitted in person or sent to Health Services by mail, or by fax.
- 3. Information listing required health records and all Health Services forms are located on the Health Services page of the College website: www.stcc.edu/healthservices
- 4. Health Services will send periodic email messages, listing required documentation.

B. **Student Compliance.**

- 1. Once all required Health Records have been received by Health Services, a "permission" will be placed in the student's DataTel record. The permission allows a student to register for future classes.
- 2. Students will not be allowed to participate in clinical coursework without a Health Services "permission" on their record.
- 3. No other College department will be able to override the Health Services requirements.
- 4. Incoming Freshmen
 - a. Incoming Freshmen must complete a Student Health History Form ([see Addendum I](#)) prior to registering for classes.

- b. All other Health Record information requirements may be waived by Health Services 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.

C. Vaccination Series.

1. Some vaccinations, such as Hepatitis B, require more than one administration, over several months.
2. 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.
3. 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.

D. Health Record Requirements.

1. Each student must submit a Student Health History Form ([see Addendum I](#)) annually. The Student Health History Form lists emergency contact, allergy, medication, and emergency evacuation information.
2. 105 CMR 220.600 lists state requirements for full-time (12 credits or more) post-secondary schools in Massachusetts. This information is also listed on the Student Health Record Requirements Form ([Addendum II](#)).
 - a. 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. These requirements also apply to all Health Science students and all who are enrolled with a student visa, regardless of number of credits taken.
3. 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 within 2 years, (Student Physical Exam Form, [Addendum III](#)).
 - b. Tuberculosis screening test annually.
 - i. Initial 2-step, plus an annual Mantoux test or a T-SPOT test.
 - ii. Students with a history of a positive Mantoux test or positive T-SPOT test should not repeat the test.
 - iii. An annual Positive Tuberculosis Test Questionnaire Form ([Addendum IV](#)) must be completed by any student with a history of a positive Mantoux test or a positive T-SPOT test.
 - iv. A chest x-ray is required for all students with a positive Mantoux test, and repeated every 2 years thereafter.
 - o If the chest x-ray reveals no evidence of tuberculosis, the student may continue with clinical coursework.
 - o If the chest x-ray is positive then the student may not continue with clinical work until treatment is initiated and a physician certifies the student to be non-contagious.
 - 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.
4. Student athletes are required to submit the Sickle Cell Trait Form for NJCAA Intercollegiate Athletes ([Addendum V](#)) and annually submit the Athletic Preparticipation Evaluation form ([Addendum VI](#)).



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- a. Students are only cleared for participation in athletic competitions, training or try-outs after submission of all required Health Records to Health Services.

E. Vaccination Administration.

1. Health Services will maintain a list of medical provider sites in the Springfield area for student use.
2. Health Services, when available, will provide/administer vaccinations to students. (See Vaccination Administration Policy).

F. Health Record Release.

1. Scanned images of submitted Health Records are maintained by Health Services for five years.
2. Copies of Health Records may be obtained by completing a Medical Records Release Form ([see Addendum VII](#)).

IV. Cross-reference:

STCC Vaccination Administration Policy

V. References:

Massachusetts General Law Chapter 76, Section 15C
Code of Massachusetts Regulations 105 220.600