

 Woy Woy Peninsula Community Childcare		
Managing Immunisations Policy		
Date adopted:		
Date last reviewed: May 2023	Reviewed by: Board of Management.	Date of next review: May 2025

Policy context:

This policy relates to:

National Quality Standards.	Quality Area 2 Children's Health and Safety
Legislation/Act.	Education and Care Services National Regulation 2011 & Amendment 2017, Work Health and Safety Act 2011 and Regulations 2011, Public Health Act 2010. Public Health Amendment (Review) Act 2017 No 43 Children and Young Persons (Care and Protection) Act 1998.

Documents related to this policy

Related policies	
Forms or other organisational documents	Immunisation Register
References	<p>Health & Safety In Children's Centre's Model Policies & Practices 2003</p> <ul style="list-style-type: none"> - National Immunisation Program Schedule http://immunise.health.gov.au - NSW Government Health Immunisation Enrolment Tool kit v.1.0. November 2013 <p>The 10th edition of the Handbook, NHMRC, 2013, at www.immunise.health.gov.au/handbook.htm</p> <ul style="list-style-type: none"> - Staying Healthy in Child Care 5th Ed 2012, NHMRC 2012 www.health.gov.au/nhmrc/ - National Immunisation Program Schedule http://immunise.health.gov.au - Immunisation Enrolment Tool kit For Early Childhood Education and Care Services 2017

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.	Responsibility for review: The Board of Management.
Where appropriate staff will be part of the review process.	
Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.	

Purpose

To minimise risks, complications and the spread of vaccine preventable diseases, by encouraging children and educators to have up to date immunisation in accordance with the Australian Standard Vaccination Schedule, and keeping an up to date register of children's and staff immunisation.

Rationale

Immunisation of children and adults significantly reduces the risks, complications, and mortality associated with vaccine preventable diseases. Educators also benefit from up to date immunisation in the reduction of risks in pregnancy from infectious diseases. Keeping up to date immunisation records of children, Centre staff and other staff members will facilitate the control of infectious diseases during outbreaks in the centre.

Procedure

To minimise risks, complications and spread of vaccine preventable diseases, centres should:

- Upon enrolment ask families to provide current information about their child's immunisation in accordance with the Public Health Act (2010). Confirmation of immunisation can be by:
 - A current AIR Immunisation History Statement
 - A current AIR Immunisation History Form
 - An AIR Immunisation Exemption – Medical Contraindication form

NOTE no other forms are acceptable including blue books or overseas documentation.

- Children must not attend the centre until the required AIR Immunisation documentations are provided.
- Keep an Immunisation Register with a separate record for each child and Centre staff. Use the form recommended by the NSW Health Department with the following details: name; birth date; age at which each immunisation is due; date given; whether they are up to date with immunisation; whether they are due for an immunisation; whether the child has not been immunised and holds an Immunisation Exemption.
- Provide information on and encourage as far as possible all children and staff to have up-to-date or age appropriate immunisation in accordance with the current Australian Vaccination Schedule.
- Regularly review the immunisation records of children and Centre staff, record if they are behind in their immunisation, and provide a written reminder, particularly the importance of vaccine doses due to age 4 years in accordance with the current Australian Standard Vaccination Schedule.
- If any child, Centre staff, other staff member or visitor has a vaccine preventable disease, you are required under the Public Health Act 2010 to :
 - inform your local Public Health Unit directly and ask for advice,
 - inform in writing, or request the Public Health Unit to inform in writing , all families, Centre staff and persons normally working or visiting the premises that an outbreak of the particular disease has occurred,
 - contact the local Public Health Unit to seek advice about exclusion of children and staff ask the Public Health Unit for advice on exclusion of children who are too young to be immunised for that particular disease,
 - on instruction of the Public Health Unit inform in writing any staff member or family of any child who is excluded, giving the reason and length of exclusion period.