



# IMMUNISATION POLICY

Quality Area 2: Children's Health and Safety

## INTRODUCTION

When groups of children are together, illness and disease can spread rapidly. Preventable diseases such as measles and whooping cough can have serious health consequences for children, and especially young children. Staff members who work in early education and care settings are also at increased risk of contracting certain infectious illnesses.

## POLICY STATEMENT

The purpose of this policy is to provide information to manage and prevent the spread of infectious illnesses and diseases. Orchard Early Learning Centre has a duty of care to ensure that all children, families, and educators are protected from infectious diseases whilst at the Service. Along with maintaining a clean and hygienic environment, this also includes notifying families and educators when an excludable illness or disease is present in the Service, maintaining a record of children's and educators' immunisation status, complying with relevant health department exclusion guidelines, and increasing educators' awareness of cross-infection

## STRATEGIES AND PRACTICES

As of January 2018, unvaccinated children due to their parent's conscientious objection are no longer able to be enrolled in childcare in NSW. Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule may still be enrolled upon presentation of the appropriate form signed by a medical practitioner.

Management / Nominated Supervisor will:

- Display wall charts about immunisation
- Review children's immunisation regularly, updating the child's records kept at the service, and sending reminder letters and emails to families as required.
- Ensure that evidence is provided for each child prior to enrolment that confirms the child is fully immunised for their age or has a medical reason not to be immunised.
- Develop a staff immunisation record that documents each staff member's previous infection or immunisation.
- Require all new and current staff to complete the staff immunisation record when requested.
- Update staff immunisation records as staff become vaccinated.
- Provide staff with information about vaccine-preventable diseases when required.
- Take all reasonable steps to encourage non-immune staff to be vaccinated against vaccine-preventable diseases.
- Document advice given to educators and other staff, and any refusal to comply with vaccination requests.
- Notify families when an outbreak of a vaccine-preventable disease occurs.





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- Exclude any child who is not immunised from the Service if and when an outbreak of a vaccine-preventable disease occurs to protect that child and to prevent further spread of infection. In the instance of the child being immunised but the immunisation record has not been sighted by the Service, the child is to be considered as not being immunised.
- Advise any staff members who fall pregnant to visit their GP immediately and have a test for Cytomegalovirus (CMV) to check their immunity. Any pregnant staff member who is at a heightened risk will not change nappies and will double glove when coming into contact with any body fluids, including saliva.

## Families Will:

Provide the Service with a copy of one or more of the following documents:

- An Australian Immunisation Register (AIR) Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations; or
- An AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule; or
- An AIR Immunisation Medical Exemption Form which has been certified by a GP
- Provide the service with an updated copy of their child's current immunisation record every 6 months, or when the next scheduled immunisation has been completed.
- Ensure they provide the Service with the Medicare immunisation record which can be downloaded through the myGov website. Please note that the 'blue book' is no longer an acceptable form of evidence.



The Australian Immunisation Register (AIR) used to be the Australian Childhood Immunisation Register. It now records vaccines for people of all ages in Australia.

## New South Wales (NSW)

The National Immunisation Program (NIP) Schedule TO BE DISPLAYED IN THE SERVICE can be accessed and downloaded from:  
<http://immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule>

- NSW Health Phone number: 1800 671 811
- Local NSW Public Health Unit Contact Details:  
<http://www.health.nsw.gov.au/Infectious/Pages/default.aspx>
- Immunise Australia National Hotline: 1800 671 811
- Australian Government, Department of Human Services:  
<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>
- Note homeopathic immunisation is not recognised





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## LINKS TO OTHER POLICIES

- Enrolment and Orientation Policy
- Family Communication Policy
- Incident, Illness, Accident and Trauma Policy
- Ethical Conduct for Families
- First Aid Policy
- Record Keeping and Retention Policy
- Infectious Disease Policy
- Work Health and Safety Policy

## LINKS TO EDUCATION AND CARE SERVICES NATIONAL REGULATIONS, NATIONAL QUALITY STANDARD

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
88	Infectious diseases
90	Medical conditions policy
162	Health information to be kept in enrolment record

## SOURCES/RESOURCES / USEFUL LINKS





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## Source

- Australia Childhood Immunisation Register:
- Australian Children's Education & Care Quality Authority. (2014).
- Australian Government – Department of Human Services:  
<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>
- Early Childhood Australia Code of Ethics. (2016).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017).

## Websites

- <https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>
- Immunise Australia Program: [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- National Health and Medical Research Council. (2012). Staying healthy: Preventing infectious diseases in early childhood education and care services.
- NSW Public Health Act- NSW Government October 2017:  
[http://www.health.nsw.gov.au/immunisation/Pages/childcare\\_qa.aspx#15](http://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx#15)
- Privacy Act 1988.
- Revised National Quality Standard. (2018).

## **POLICY REVIEW**

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

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