

# IMMUNISATION POLICY

## Purpose

Hillside Preschool purpose is to minimise risks, complications and the spread of vaccine preventable diseases. Children, Educators and other Staff members must have up to date immunisation in accordance with the Australian Standard Vaccination Schedule, and keep an up to date register of all children and staff immunisations. Children who are not vaccinated will no longer be able to be enrolled at Hillside Preschool from January the 1st, 2018 unless the child/ren is on a recognised catch-up schedule or has a medical exemption for one or more vaccines from a doctor.

Enrolment is the process of accepting and booking a guaranteed place for a child in a specific early childhood service for the first time involving completion of an enrolment form, provision of other documentation (i.e. birth certificate, proof of address, AIR Immunisation History Statement) and often payment of a deposit. Note: making a request for care, or placing a child on a waitlist, is not enrolment. Also, enrolment does not include the process of committing an enrolled child to continued attendance in subsequent years at the same early childhood service (sometimes known as 're-enrolment').

## Strategies

Overseas immunisation records must not be accepted directly from the parent/guardian. Advise the parent/ guardian to take their child's immunisation records to an approved immunisation provider to record on the AIR using the AIR Immunisation History Form (see page 9). Overseas records must be translated into English before they can be recorded on the AIR. When the child's AIR record has been updated with their overseas immunisations, the parent/guardian can access their child's updated AIR Immunisation History Statement

Children who have temporary resident or refugee status are required to attend a GP/nurse to have their immunisation status assessed and an AIR Immunisation History Form completed. A copy of this form must be presented to the early childhood service where they are to be enrolled.

The immunisation register and immunisation forms must be stored in a secure location and retained for a period of *three years* from the date on which each enrolled child ceases to attend the service, and be produced for inspection by the PHU Officer as requested i.e. during an outbreak of a vaccine preventable disease

## Responsibilities for the Approved Provider

In addition to the current regulatory activities undertaken by the Department of Education under the Education and Care Services National Law and Regulations, new offences have been created to ensure that Approved Providers only enrol children for whom the appropriate forms have been provided, and that these forms have not been forged or falsified, with fines up to \$5,500.

Approved providers are required to notify vaccine preventable diseases to their local public health unit (PHU) on 1300 066 055

## Responsibilities for the Nominated Supervisor

An Immunisation register will be kept with a separate record for each child and Educator/Staff member at the Service.

- Parent/Guardian's will be provided regularly with reminders to update their immunisation register
- Nominated Supervisors will ensure that if a child has not been updated with their immunisations that the family is withdrawn from the service where there is refusal to update.
- Notify the Approved Provider should there be a problem with a family and immunisation requirements
- Ensure that children who were born overseas obtain an Australian immunisation register as overseas registers do not count.

## Responsibilities for the Educators

Educators/Staff will inform management when families have given in updated immunisation records should they receive any.

## Responsibilities for the Families

The Public Health Act 2010 requires parents of all children enrolling in child care facilities and pre-schools from 1994 to provide documented evidence of the child's immunisation status. Immunisations received should be appropriate to the child's age. Immunisation is compulsory. Documentation accepted under the Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013 is:

- an ACIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations
- a Medicare Immunisation History Form (IMMU13) on which the immunisation provider has certified that the child is on a recognised catch-up schedule
- an AIR Immunisation Medical Exemption Form which has been certified by a GP

Parent/Guardian/s must provide updates to the child's immunisation record. Failure to comply with this directive will mean the child will be regarded as being unimmunised in accordance with the Public Health Act 2010 and will be withdrawn from the service.

The AIR provides an Immunisation History Statement to parents/guardians which is used to help keep track of their child's immunisations and as proof of immunisation for enrolment in early childhood services.

Parents/guardians can access updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at [www.humanservices.gov.au/individuals/subjects/express-plusmobile-apps](http://www.humanservices.gov.au/individuals/subjects/express-plusmobile-apps)
- calling the AIR General Enquiries Line on 1800 653 809 (mailed statement may take more than a week to arrive)

## Definitions, Terms & Abbreviations

<b>Term</b>	<b>Definition</b>
Exclusion	The process of banning a child from the service
Exemption	Free from an obligation or liability imposed on others
Compulsory	Required by Law or a rule; obligatory
Enrolment	Process of accepting and booking a guaranteed place for a child
AIR	Australian Immunisation Register
PHU	Public Health Unit

## Related Statutory Obligations & Considerations

**Australian Children’s Education and Care Quality Authority (ACECQA)** <http://www.acecqa.gov.au/>

**Australian Standard Vaccination Schedule:**

[http://www.health.nsw.gov.au/immunisation/Documents/nsw\\_schedule\\_july\\_13.pdf](http://www.health.nsw.gov.au/immunisation/Documents/nsw_schedule_july_13.pdf)

**Department of Education** - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Early Years Learning Framework (EYLF)** - [http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

**Education and Care Services National Regulations 2011**

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**Education and Care Services National Law Act 2010**

**NSW Public Health Act 2010**

**NSW Health** - <http://www.health.nsw.gov.au/immunisation/Publications/immunisation-enrolment-toolkit.pdf>

**NSW Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013**

**NSW Health** - [http://www.health.nsw.gov.au/immunisation/pages/vaccination\\_enrolment.aspx](http://www.health.nsw.gov.au/immunisation/pages/vaccination_enrolment.aspx)

**Medicare – Australian Childhood Immunisation Register**

<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

**National Quality Framework (NQF)** - <http://acecqa.gov.au/national-quality-framework/>

**United Nations Convention on the rights of the child** - <https://www.unicef.org.au/>

**Work Health and Safety Act 2011**

**Work Health and Safety Regulations 2011**

## Related Telephone Numbers

- Early Childhood Directorate 1800 619 113
- NSW Health 9391-9000
- Public Health Unit 1300-066-055

## Amendment History

Version	Amendment	Short Description
1	1	Updated

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: **July 2021**

Version: **1**

Last Amended By: **Jessica Adlard/Rose Smith**

Next Review: **July 2022**

Position: **NOMINATED SUPERVISOR/Director**

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
<b>Amoebiasis (Entamoeba histolytica)</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Campylobacter</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Candidiasis</b>	See Thrush	
<b>Chicken pox</b>	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased	Not excluded
<b>Cytomegalovirus Infection</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Diarrhoea</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
<b>German Measles</b>	See "Rubella"	
<b>Giardiasis</b>	Exclude until there has not been a loose bowel motion for 24 hours	
<b>Glandular fever (mononucleosis)</b>	Exclusion is not necessary	Not excluded
<b>Hand, Foot and Mouth disease</b>	Until blisters have dried	Not excluded
<b>Haemophilus influenzae type b (Hib)</b>	Exclude until medical certificate of recovery is received	Not excluded
<b>Head Lice</b>	Exclusion is not necessary if effective treatment is commenced prior to the next day at child care.	Not excluded
<b>Hepatitis A</b>	Exclude until medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded
<b>Hepatitis B</b>	Exclusion is not necessary	Not excluded

<b>Hepatitis C</b>	Exclusion is not necessary	Not excluded
<b>Herpes (cold sores)</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded
<b>Hookworm</b>	Exclusion is not necessary	Not excluded
<b>Human immune-deficiency virus infection (HIV/AIDS virus)</b>	Exclusion is not necessary unless the child has a secondary infection	Not excluded
<b>Hydatid Disease</b>	Exclusion is not necessary	Not excluded
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
<b>Influenza and influenza like illnesses</b>	Exclusion is not necessary	Not excluded
<b>Legionnaires disease</b>	Exclusion is not necessary	Not Excluded
<b>Leprosy</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
<b>Measles</b>	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hrs of their first contact with the first case they may return to school.
<b>Meningitis (bacterial)</b>	Exclude until well and received appropriate antibiotics	Not excluded
<b>Meningitis (viral)</b>	Exclude until well	Not excluded
<b>Meningococcal infection</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin
<b>Molluscum contagiosum</b>	Exclusion is not necessary	Not excluded
<b>Mumps</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Norovirus</b>	Exclude until there has not been a loose bowel motion for 48 hours	Not excluded

<b>Parvovirus (Erythema Infectiosum fifth disease, Slapped cheek)</b>	Exclusion is not necessary	Not excluded
<b>Ringworm, scabies, pediculosis (lice), trachoma</b>	Re-admit the day after appropriate treatment has commenced	Not excluded
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
<b>Roseola</b>	Exclusion not necessary	Not excluded
<b>Ross River virus</b>	Exclusion not necessary	Not excluded
<b>Rotavirus infection</b>	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
<b>Salmonella, Shigella</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hrs and the person feels well.	Not excluded
<b>Shigella infection</b>	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
<b>Toxoplasmosis</b>	Exclusion not necessary	Not excluded
<b>Tuberculosis</b>	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded
<b>Typhoid fever (including paratyphoid fever)</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
<b>Viral gastroenteritis (viral diarrhoea)</b>	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
<b>Whooping cough</b>	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
<b>Worms (intestinal)</b>	Exclude if diarrhoea present	Not excluded

### STAFF IMMUNISATION DETAILS

Name: \_\_\_\_\_

IMMUNISATION	DATE GIVEN	DATE DUE
Pertussis (Whooping Cough)		
Measles, Mumps, Rubella (MMR)		
Varicella (Chicken Pox)		
Hepatitis A		
Hepatitis B		
Hepatitis C		
Tetanus		
Influenza (Swine Flu or SIV)		
Meningococcal C		
Polio		

Please Note:

NSW Health recommends that Child Care workers are vaccinated for Hepatitis A and B and the Flu injection annually. Tetanus vaccinations are due every 10 years.

In the event that a notifiable disease occurs in the centre it may be necessary to exclude staff that are not immunised. Leave without pay will be granted for that period of exclusion.

Management will provide updated information for your perusal.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is this your situation?	This is what you should do
Parent/guardian does not provide the appropriate immunisation documentation	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian that from 1 January 2018 under the NSW Public Health Act 2010, their child cannot be enrolled until an approved immunisation form is provided.
Parent/guardian provides an AIR Immunisation History Statement which states that the child is 'not up to date'. Note: This child DOES NOT have a medical condition that prevents them from being immunised	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian to take their child to their GP/nurse to arrange catch-up vaccination for their child and request that an AIR Immunisation History Form is completed. The form must be forwarded to the AIR by the GP and a copy given to the parent/guardian to provide to your service for enrolment. An AIR Immunisation History Statement will be mailed to the parent, which should be copied and provided to your service after the child has been vaccinated.
Parent/guardian advises they cannot provide an AIR Immunisation History Statement as their child has a medical contraindication to some or ALL immunisations.	Do not enrol this child until the parent/guardian provides a copy of the AIR Immunisation History Statement that records that the child is 'Up to date' and has any medical contraindications recorded. Advise the parent/guardian to take their child to their GP/nurse to arrange for an AIR Immunisation Medical Exemption Form to be completed and submitted to the AIR. The form must indicate exemptions or immunity for some or all diseases. The parent/ guardian must then provide a copy of the updated AIR Immunisation History Statement that records the medical contraindications.
Parent/guardian advises that their child was immunised overseas and they do not have an AIR Immunisation History Statement	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian to take their child to their GP/nurse and request that their immunisation history is reviewed and an AIR Immunisation History Form is completed to update the child's records on the AIR or record that a catch-up schedule has been organised. This form must be submitted to the AIR by the GP/nurse and a copy given to the parent/guardian to provide to your service.
Parent/guardian advises they are unable to provide an AIR Immunisation History Statement as they have a conscientious objection to vaccination	Do not enrol this child From 1 January 2018, conscientious objection to vaccination is not an approved exemption.
Parent/guardian advises that they have lost their child's AIR Immunisation History Statement.	Do not enrol this child until an approved immunisation form is provided. Advise the parent to contact the AIR and request a statement.
After enrolment, parent/guardian fails to provide an updated AIR Immunisation History Statement after the child's next milestone OR more than 12 weeks after a child with a temporary exemption has been enrolled	Continue enrolment of the child. Make all reasonable attempts to follow up with the parent/guardian to receive an updated AIR Immunisation History Statement that reflects the child's current immunisation status.



**Parent enrolment letter (from 1 January 2018)**

Hillside Preschool

Date:

Dear <<Name>>

Re: Child Care Enrolment 2018

I am contacting you regarding your application to enrol your child at Hillside Preschool.

There are a few documents we require from you to process your child's application. These are:

1. A birth certificate
2. Proof of address
3. Under the NSW Public Health Act 2010, an approved immunisation form from the Australian

Immunisation Register (AIR) must be provided in order to enrol your child as follows:

- i. An Immunisation History Statement showing your child's immunisations are up to date (including if your child has a medical contraindication or natural immunity to some or all vaccines), or;
- ii. An Immunisation History Form where an immunisation provider has certified vaccines given by another immunisation provider (i.e. vaccines given overseas) and/or organised to commence your child on a catch-up schedule for any overdue vaccines.

Other immunisation records, such as the Interim NSW Vaccination Objection Form, Blue Book, a GP letter or an overseas immunisation record are not acceptable.

AIR Immunisation History Statements are automatically sent to parents/guardians after their child has completed their 4 year old immunisations but parents/guardians can obtain updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at [www.humanservices.gov.au/individuals/subjects/express-plusmobile-apps](http://www.humanservices.gov.au/individuals/subjects/express-plusmobile-apps)
- calling the AIR General Enquiries Line on 1800 653 809

Yours sincerely,

Jessica Adlard  
Nominated Supervisor

Avoca Beach Preschool