



Immunisation Policy Children & Staff

Aim:

To ensure all children enrolled in the centre are immunized and their immunization records are up to date.

Legislative requirements / Sources:

Education and Care Services National Regulations. (2011) Regulation- 88 Infectious diseases. Regulation 162- Health information to be kept in enrolment record. Keep them Safe (www.keepthemsafe.nsw.gov.au)
www.hsnet.nsw.gov.au

NSW Health http://www.health.nsw.gov.au/immunisation/Pages/childcare_ga.aspx

Australian Government Department of Health: National Immunisation Program

Implementation:

Responsibilities of the Nominated Supervisor:

- All families that are enrolled at our service receive the details of the immunisation policy and a copy of the guidelines from the N.S.W Department of Health in relation to immunisation & communicable diseases.
- Ensure families provide the service with a Medicare Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or;
- A Medicare Immunisation History form on which the immunization provider has certified that the child is on a recognized catch-up schedule (temporary for 6 months only); or
- A Medicare Immunisation Medical exemption form which has been certified by a GP

The following classes of children are **temporarily exempt** from the new requirements and the documentation must be provided **within 12 weeks** from the date of enrolment in the child care facility:

- those who are subject to a guardianship order under section 79A of the Children and Young Persons (Care and Protection) Act 1998
- those who have been placed in out-of-home care
- those who are being cared for by an adult who is not the child's parent due to exceptional circumstances such as illness or incapacity
- those who have been evacuated following a state of emergency (for example, a declared natural disaster)
- Aboriginal or Torres Strait Islander children

- Ensure the immunisation register is maintained and updated for each child at 2, 4, 6, 12, 18 months and 4 years. A courtesy note/ email reminding parents and caregivers of the need for our service to re-sight immunisation documentation to update register will be provided.

- It is the responsibility of the Nominated Supervisor to contact parents and caregivers whose child shows signs or symptoms of a communicable disease. The parents or caregivers will need to be informed that a doctor's certificate will be required before returning to the centre. The certificate needs to state that the child is no longer infectious.

- The Nominated Supervisor must notify the Population Health Unit (Hunter New England Health) if a child has been confirmed with a case of a vaccine preventable disease.

- An email must be provided to the family to explain the reasons for exclusion, the period of exclusion and the conditions of re-entry into care (e.g doctor's certificate, no rash etc). Families of excluded children are required to pay fees as outlined in our Fee Policy.

- Other families must be notified when a confirmed vaccine preventable disease occurs at our centre. Details will be placed in foyer on Health Alert board & information provided as to the signs and symptoms of the illness.

- Confidentiality will be maintained.

- Information will be provided to families in regard to immunisation and preventable diseases to families on request.

- Maintain health resource list and immunisation information for the centre and for families to reference.

Responsibilities of Staff:

- Communicate any concerns regarding the health of a child to the Nominated Supervisor.
- Refer families to the Department of Health (Hunter New England Health) Population Health for guidelines in relation to immunisation and communicable diseases as required.
- Staff that are non-immunised or homoeopathically immunised will be excluded from the centre if there is an outbreak of a vaccine preventable disease.
- The National Health and Medical Research Council suggests immunisation against Hepatitis A as well as current Tetanus and diphtheria for all child care workers especially those working with children under 2 years.
- Staff are encouraged to seek their doctor's opinion regarding immunisation for Hepatitis A and B.
- Immunisation is the personal choice of every staff member.
- Costs associated with immunisation will be the staff's responsibility, unless the management committee decides to provide immunisation for staff.
- It is recommended that female staff of child bearing age have a screening test to check their level of immunity against rubella at the commencement of employment. Staff should also seek their doctor's advice regarding a CMV screening if planning a pregnancy.
- Staff are to provide up to date immunisation records for their staff file

Responsibilities of Families:

- Families are required to provide our service with the relevant documentation regarding their child/ children's immunisation.
- Families are required to provide updated immunisation information to our service in regard to their child/ children.
- Families are required to keep their child at home for 24 hours after any immunisation to monitor any side effects before the child returning to care.
- Families are required to notify our service as soon as they are able if their child has a confirmed case of a vaccine preventable disease.

- Families are required to be accepting of the Department of Health guidelines (HNEH Population Health Unit) exclusion periods and conditions of re-entry to the service in relation to vaccine preventable diseases or communicable diseases.
- Families are required to collect their child promptly from our service if they show signs or symptoms of a communicable disease.
- Our service understands that this can be an awkward situation for parents particularly in a work situation. Our service suggests families have a backup plan to ensure their child is able to be collected if required to do so.

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed annually. This policy is available in other languages upon request.

Reviewed: October 2018

Next Review: October 2020