

Immunisation for Children and Staff policy

Policy statement

The Centre supports the National Immunisation Program (NIP) which is currently recommended by the National Health and Medical Research Council (NHMRC) and promoted by the Commonwealth Government. The Centre also supports the protection of children and educators through immunisation, and provides families and staff with information on immunisation and vaccine preventable illnesses and diseases.

Links Education and Care Centres National Regulations 2018, National Quality Standard 2018

Regulations

- S. 174 (2)(a) Notification to the Regulatory Authority- (a) any serious incident at the approved education and care service
- 12 Meaning of serious incident
 - 77 Health, hygiene and safe food practices
 - 86 Notification to parents of incident, injury, trauma and illness
 - 87 Incident, injury, trauma and illness record
 - 88 Infectious diseases
 - 90 Medical conditions policy
 - 162 Health information to be kept in the enrolment record
 - 168 Education and care service must have policies and procedures
 - 173 Prescribed information to be displayed
- 175(2)(c) Prescribed information to be notified to the Regulatory Authority-
- (2) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service

National Quality Standards

- 2.1 Each child's health and physical activity is supported and promoted.
 - 2.1.1 Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2 Each child is protected
 - 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

PURPOSE

The purpose of this policy is to provide information to manage and prevent the spread of infectious illnesses and diseases. Our OSHC Service 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 OSHC 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.

New South Wales (NSW)

The National Immunisation Program (NIP) Schedule **TO BE DISPLAYED IN THE SERVICE** can be accessed and downloaded from:

<https://www.health.gov.au/resources/publications/national-immunisation-program-schedule-portal>

- NSW Health Phone number: 02 9391 9000
- Local NSW Public Health Unit Contact Details:
 - <https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx>
- NSW Health Immunisation Schedule
 - <https://www.health.nsw.gov.au/immunisation/Pages/immunisation-providers.aspx>
- Australian Government [Australian Immunisation Register](#)
- Australian Government [Immunisation history statement](#)

Procedures

Children who attend before and after school centres are in close contact with a large number of other children for lengthy periods and are at increased risk of catching and transmitting illnesses and diseases. Some of these are preventable through immunisation. Educators are also at risk, particularly during pregnancy.

Vaccination is recognised as the most effective way to prevent the spread of most infectious diseases. In Australia, vaccination is optional. However, the Federal Government encourages parents to vaccinate their children by providing a free vaccination program, and by offering financial incentives to those whose children complete the program.

From 1st January 2018 all children are required to be immunised, unless they have completed a valid exemption form for medical reasons or in a valid medical catch up program, in order to receive the government funding of childcare rebate and childcare benefit. In NSW unimmunised children are unable to attend the service unless they have completed a valid exemption form for medical reasons or in a valid medical catch up program. They but may be asked to leave at the outbreak of vaccine preventable disease.

Strategies and practices

IMPLEMENTATION

Immunisation is a reliable way to prevent many childhood diseases. Immunisation works by giving the person a vaccine (weakened or killed disease-causing bacteria or virus), against a particular disease. This makes the person's immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe, or possibly no symptoms. The vaccine therefore leads to the creation of antibodies that provide future protection if the person comes into contact with the disease.

Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine. This is because the more people who are immunised against a disease, the lower the chance that a person will ever come into contact with someone who has the disease. The chance of an infection spreading in a community therefore decreases if a large proportion of people are immunised, because the immune people will not become infected and can protect the vulnerable people; this is known as 'herd immunity'.

Enrolment in an Out of School Hours Care (OSHC) Service requires parents to provide an *Immunisation History Statement* as recorded on the Australian Immunisation Register (AIR) to prove

that their child is up to date with their scheduled vaccinations. This documentation also is required to be updated as per the childhood immunisation schedule.

When enrolling a child at Fun 4 U Helensburgh, parents will be asked to provide an Immunisation History Statement. Should a child not be fully immunised according to the National Immunisation Program Schedule, they will not be prevented from enrolling.

Children without proof of recommended immunisation for their age will be excluded from attending the service during an outbreak of a vaccine preventable disease. For a child to be eligible for Child Care Subsidy and other family payments, immunisation must be in accordance with the National Immunisation Program (NIP) Schedule.

THE APPROVED PROVIDER / NOMINATED SUPERVISOR WILL:

- ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- ensure all new employees are provided with a copy of this policy as part of their induction process
- ensure information about immunisation, infectious diseases and exclusion periods is available to families at time of enrolment/orientation and is included in the Family Handbook
- request families to provide an AIR Immunisation History Statement or an AIR Immunisation History Form (for a child on an approved catch-up-schedule) prior to enrolment
- record in the immunisation register, children as 'unimmunised' if an AIR is not provided
- advise parents and families about the [National Immunisation Program \(NIP\)](#)
- review children's immunisation regularly, updating the child's records kept at the OSHC service
- 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
- update staff immunisation records as staff become vaccinated
- provide staff and families with information about vaccine-preventable diseases
- take all reasonable steps to encourage non-immune staff to be vaccinated
- document advice given to educators and other staff, and any refusal to comply with vaccination requests

- notify the Public Health Unit of any outbreak of vaccine preventable diseases (1300 066 055)
- notify families when an outbreak of a vaccine-preventable disease occurs through various channels of communication:
 - verbally
 - through a letter from the educator or approved provider
 - posting a note or sign at the entry of the residence
 - via electronic message- text message or email
- notify the regulatory authority of any incidence of a notifiable infectious illness or disease through the [NQA-ITS](#)
- exclude any child who is not immunised from the OSHC 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 female employees of childbearing age to discuss [Cytomegalovirus during pregnancy](#) (CMV) with their doctor if they are planning a pregnancy with their doctor and inform management so that an individual risk assessment can be assessed and managed. There is NO vaccination to prevent against infection with CMV. Occupational risks of CMV in childcare should be managed and control measures implemented. CMV [see: *Pregnancy in Early Childhood Policy*].

FAMILIES WILL:

- adhere to the OSHC Service's policies regarding *Dealing with Infectious Diseases, Immunisation, Incident, Injury, Trauma and Sickness Policies* and exclusion requirements
- provide the OSHC Service with a copy of one or more of the following documents upon enrolment
 - 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 OSHC Service with an updated copy of their child's current immunisation record when the next scheduled immunisation has been completed.
- complete their child's immunisation schedule

- support their child's exclusion from the Service if there is an outbreak of a vaccine preventable disease at the OSHC Service or if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the Service or Primary School.

INFORMATION TO BE DISPLAYED IN SERVICE

INFORMATION	WEBSITE/INFORMATION	PHONE NUMBER
The National Immunisation Program (NIP) Service	https://beta.health.gov.au/initiatives-and-programs/national-immunisation-program	1800 020 103
Notification of an occurrence of an infectious disease/vaccine preventable disease	Notify local Public Health Unit Provide information to families about the infectious disease- Children unimmunised against vaccine preventable diseases must be excluded from care	1300 066 055
Australian Government Department of Health	In the event of a community spread virus- (COVID-19) publications from Government agencies will be displayed https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources	1800 020 080

Sources, further reading and useful websites

RESOURCES

AIR General Enquiries line 1800 653 809

Australian Government Services Australia Australian Immunisation Register

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>

[NSW Government Immunisation Enrolment Toolkit](#)

[Time Out Keeping your child and other kids healthy!](#) (Queensland Government)

Time Out Brochure [Why do I need to keep my child at home?](#)

Sources

- Australian Immunisation Register <http://www.medicareaustralia.gov.au/provider/patients/acir/index.jsp>
- Education and Care Centres National Regulations 2018
- National Quality Standard 2018
- National Health and Medical Research Council's (NHMRC) Recommended Immunisation Schedules:
<http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/nips> accessed 17th December, 2018
- NHMC. (2005). *Staying healthy in child care: Preventing diseases in childcare. 4th edition.*
<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43.pdf> accessed 6 March 2012
- Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

- Australian Government. Department of Health (2019). *National Immunisation Strategy for Australia 2019-2024* https://www.health.gov.au/sites/default/files/national-immunisation-strategy-for-australia-2019-2024_0.pdf
- Australian Government Department Of Health National Immunise Program: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>
- Australian Government. Services Australia. [Australian Immunisation Register](#)
- Australian Government. Services Australia. (2023). [Immunisation requirements](#)
- Australian Government. Services Australia: [How to get immunisation statements](#)
- Australian Government Department Of Health National Immunise Program: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- [Education and Care Services National Regulations](#). (Amended 2023).
- Federal Register of Legislation *Privacy Act 1988*.
- National Centre for Immunisation Research and Surveillance (NCIRS). (2024) . [No Jab No Play, No Jab No Pay](#):
- National Health and Medical Research Council. (2024). [Staying Healthy: preventing infectious diseases in early childhood education and care services](#) (6th Ed.). NHMRC. Canberra.
- Pregnancy Birth and Baby. [Cytomegalovirus \(CMV\) during pregnancy](#).

Comments:

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