



MEDICATION & HEALTH

Immunisation

SAMPLE POLICY*

Introduction

Immunisation is a means of protecting people against diseases that can have serious complications. Immunisation, defined exclusion periods and good hygiene practices reduces the potential risk of exposure within the early childhood environment.

Goals – What are we going to do?

The Service encourages children and staff immunisation but respect individual preference. The Service provides all families and staff with information on immunisation, vaccines and recognised exclusion periods defined by the *National Health and Medical Research Council*.

Strategies - How will it be done?

Immunisation records for all children will be requested upon enrolment. Families are required to provide the Centre with an updated copy of immunisation information each time their child receives an updated immunisation.

Families choosing not to immunise their child will be informed that their child may be excluded from care if there is a case of a communicable disease within the Centre, based on advice from the *Public Health Unit*. Regular child care fees will be payable during this time. If a family chooses not to immunise their child, they will be required to have an approved exemption from immunisation to continue to receive the *Child Care Benefit*.

Staff will be encouraged to provide their immunisation information. This information will remain confidential in staff personal files.

A copy of the **National Immunisation Program Schedule** and *National Health and Medical Research Council's* recommended minimum exclusion periods will be provided to all staff and families in their Centre handbook when they commence at the Centre.

Information will be provided to families twice yearly on exclusion and immunisation. This information will include immunisation, current research, available vaccines and local medical services and immunisation clinics will be provided to staff and families in home languages.

The Director will arrange for a professional to visit the Centre to discuss immunisation with staff and families each year.

The Director will maintain an Immunisation Register to ensure children's immunisation records are up to date and to record any outbreaks of immunisable diseases within the Centre. Families will be given reminder notifications when scheduled immunisations are due and to ensure the Centre has the most up to date immunisation record for each child.



Links to other policies:

- Allergies & Anaphylaxis
- Guidelines & Agreements for Enrolment



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Statutory Legislation & Considerations

- *NSW Children's Services Regulation 2004*
- *Quality Improvement and Accreditation System (QIAS)*
- *Staying Healthy in Child Care – fourth edition*
- *Public Health Act, 1991*

Sources

- Department of Community Services - www.community.nsw.gov.au
- National Childcare Accreditation Council – www.ncac.gov.au
- NSW Department of Health - www.health.nsw.gov.au
- National Health and Medical Research Council - www.nhmrc.gov.au
- Immunise Australia program - www.immunise.health.gov.au

If any outbreak occurs within the Centre, the Director will follow the Centre's written procedure to contact the *Public Health Unit* and report information as directed by **NSW Department of Health**.

Evaluation

Providing information and keeping up to date records will ensure the Centre is meeting the needs of the staff, children and families and allowing them to make informed decisions about immunisation.



* This sample policy is for information purpose only. You are welcome to use this material, with acknowledgement to Community Child Care Co-operative (NSW).

Links to Accreditation Principles:

Quality Practices Guide (2005) – Principles 5.5 & 6.6.