

## Immunisation Policy and Procedures

### PURPOSE

The purpose of this policy is to manage and prevent the spread of infectious illnesses and diseases. Our Centre has a duty of care to ensure that all children, families and educators are provided with a high level of protection during the hours of the services operation. This includes notifying children, 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 to relevant health department exclusion guidelines; and Increasing educators' awareness of cross infection through physical contact with other

### SCOPE

This policy applies to children, families, staff, management and visitors of the Acacia Children's Centres.

### Background

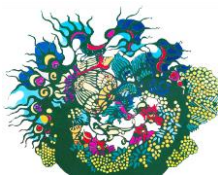
Immunisations are an effective means of reducing the risk of vaccine preventable diseases.

Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*).

To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule set out by the Australian Government Department of Health.

### IMMUNISATION – NO JAB NO PLAY

- Prior to the child/children commencing care Australian Immunisation Register (AIR) Immunisation History Statement is assessed as outlined in the Immunisation enrolment toolkit for early childhood education and care services by the person responsible for the enrolment process on behalf of the approved provider.
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- The “Key dates work form for immunisation and enrolment” in the Immunisation enrolment toolkit for early childhood education and care services is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from [www2.health.vic.gov.au](http://www2.health.vic.gov.au):
  - The Immunisation enrolment toolkit for early childhood education and care services (search ‘Immunisation enrolment toolkit’)
  - The Key dates work form for Immunisation and enrolment (search ‘Key Dates work form’)
  - Hard copies of the immunisation resources (search ‘immunisation resources order form’)
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
  - That the child has been assessed by Acacia as being eligible for a 16-week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered, and the enrolment can proceed.
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- Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider .



## Responsibilities

### Director/Nominated Supervisor will:

- Abide by the 'No Jab, No Play' legislation,
- Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement and accessing immunisation services
- Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period
- Ensuring that only children whose AIR Immunisation History Statement have been assessed as being acceptable or who are eligible for the grace period have confirmed place in the program
- Advising parents/guardians who do not have an AIR Immunisation History Statement and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services
- Taking reasonable steps to obtain an up to date AIR Immunisation History Statement from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (*Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E*)

### Families will:

Under "**No Jab, No Play**" legislation –. All parents/guardians planning to enrol their child at Acacia must:

- Complete the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement of their child's immunisation status
- Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement to the service

## Definitions:

### Grace period

There are some children in the community whose families face difficulties accessing vaccinations and/or the required documentation to prove immunisation status. Children experiencing vulnerability and disadvantage are eligible to enrol in a service under a 'support period' (also known as the 'grace period') without proof of up to date immunisation.

The 'support period' provisions allow the family to continue accessing early childhood education and care services while receiving information and assistance to get their child's immunisations up to date and obtain the required immunisation history statement from the Australian Immunisation Register (AIR) that needs to be provided to the service.

The grace period is for 16 weeks commencing from the date that the child first attends.



## Immunisation History Statement from the AIR

The Australian Immunisation Register (AIR) is a national register administered by Medicare that records all vaccinations given in Australia, including children.

### Requesting an Immunisation History Statement

Printed copies of the Immunisation History Statement are available from a [myGov account](#) or:

- call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office.

Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement.

### References:

- Australian Children's Education & Care Quality Authority.
- Education and Care Services National Law and Regulations 2011,
- ECA Code of Ethics.
- <https://www.health.vic.gov.au/immunisation/no-jab-no-play>
- Staying Healthy in Child Care. 5th Edition
- Australia Childhood Immunisation Register
- Immunise Australia Program [www.immunise.health.gov.au](http://www.immunise.health.gov.au) <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/early-childhood-professionals>

### BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action

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