



## POLICIES AND PROCEDURES

### Immunisation of Children and Staff Policy

#### Policy Statement:

The centre will minimize risks, complications, and the spread of vaccine preventable diseases by encouraging families and the centre's staff to have up to date immunisation in accordance with the NSW Immunisation Schedule July 1 2013, and by keeping an up to date register of childrens' and educators' immunisations. The centre will have a clear policy for the maintenance of immunisation records and procedures for when a vaccine preventable disease occurs in the centre.

#### Rationale:

The Public Health (Amendment) Act 1992 requires parents of all children enrolled in a children's service to provide documented evidence of immunisations (Documentation accepted is the Australian Childhood Immunisation Register History Statement, NOT the child's "Blue Book"). Immunisation of children and adults significantly reduces the risks, complications and mortality associated with vaccine preventable disease. Exclusion periods exist for unimmunised children.

Childcare staff are exposed to a number of infectious diseases transmitted from children in their care, and other people they come into contact with. There are specific infection control procedures and immunisations that can protect staff against many infectious diseases.

#### Strategies, Practices and Procedures for children:

- Details of a child's immunisation will be recorded in the centre's software program PRIOR to enrolment.
- Families who do not provide the prescribed evidence of immunization or exemption from immunisation for their children will not be able to enroll their children at the centre. If a parent chooses not to have their child immunized then that child will not be enrolled at the service. The service management has a duty of care to the children and educators at the service and aims to protect them from vaccine preventable diseases. The only exception to this will be if the child has a diagnosed medical condition that precludes them from vaccination.
- Details of a child's immunisation will be updated when due.
- Details of a child's immunisation, along with a copy of the child's birth certificate will be photocopied and kept on their file on enrolment.
- Staff will inform families that homeopathic immunisation has not been proven to give protection against infectious diseases.
- Parents will be encouraged, through information provided in the centre's newsletters to up-date their child's immunisation.
- The centre will provide brochures and display posters that give information about immunisation schedules and the benefits of immunisation.
- Aboriginal and Torres Islander Children have a different immunisation schedule which is available on request/or if needed.
- Under the requirements of the Public Health Act 1991, the Director will notify the Public Health Unit as soon as they become aware that a child in the centre has contracted a vaccine preventable disease.
- If a child at the centre contracts an infectious disease, a notice will be displayed in the foyer advising all families of the illness, its signs and symptoms.
- The illness will be recorded in the Illness Register so that staff can identify patterns of cross-infection or deficits in infection control procedures and act accordingly to increase hygiene.
- The centre will provide parents with current information from the Department Of Health on immunisation schedules recommended for children.

#### Strategies, Practices and Procedures for staff:

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Policies and Procedures

- Provide information to all centre staff in the handbook on the current recommended immunisations for all child care workers in accordance with the current Australian Standard Vaccination Schedule and The Public Health Unit.
- The centre will have a current record of immunisation of the permanent staff that work in the centre.
- If a person chooses not to have their immunisations then that person will not be employed at the service. The service management has a duty of care to the children and educators at the service and aims to protect them from vaccine preventable diseases. The only exception to this will be if the person has a diagnosed medical condition that precludes them from vaccination.
- It is recommended that all childcare staff have had all childhood vaccinations.
- Workers who were not vaccinated as children, and who have no documented history of the disease should complete the primary course of the required vaccinations.
  1. 3 doses against diphtheria and tetanus (ADT)
  2. 3 doses against polio.
  3. at least one dose against measles, mumps, rubella – pregnancy should be avoided after receiving this vaccination for the required period.
- Hepatitis vaccination is recommended for childcare workers.
- Chicken Pox is recommended for childcare workers who have not had chicken pox or shingles.
- Adults should receive a booster shot for tetanus and diphtheria vaccine (ADT) every 10 years.
- Staff are to follow infection control guidelines because vaccines, such as that for polio, contain a “live” virus that children can excrete in their stool in the fortnight following administering of the vaccine.
- Management should advise staff before commencing employment that the above recommendations for immunisation will minimise transmissions and risks associated with vaccine preventable diseases.
- If a staff member has concerns about these diseases or immunisations, they should seek advice from their doctor before commencing work.
- If an outbreak of vaccine preventable disease occurs in the workplace, any unimmunised staff member must inform the Director. Non-immunised staff should consult their doctor to determine if it is safe for them to attend work and any issues in relation to their immunisation status.
- Management will advise staff of any new vaccines that are recommended for people working with children at staff meetings, ie Swine Flu (2009)

The current recommended NSW Health Immunisation Schedule from July 1 2013 for children is:

Age	Disease immunised against
<b>Birth</b>	Hepatitis B
<b>2 months</b>	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal Rotavirus
<b>4 months</b>	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal Rotavirus
<b>6 months</b>	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B (or at 12 months)

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Policies and Procedures

Age	Disease immunised against
	Pneumococcal Rotavirus
<b>12 months</b>	Measles Mumps Rubella Hib Hepatitis B (or at 6 months) Meningococcal C
<b>18 months</b>	Measles Mumps Rubella Varicella
<b>4 years</b>	Diphtheria Tetanus Pertussis Polio Measles (see note 1) Mumps (see note 1) Rubella (see note 1)

Note:

1. MMR vaccine is only required at 4 years if the MMRV vaccine was not given at 18 months.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Measuring Tools:**

Illness Register

**Links to Other Policies:**

Parent Handbook  
Exclusion Policy  
Work Health and Safety Policy  
Hygiene Policy

**Policy Created:** March 2010

**Policy Reviewed:** March 2016

**Policy Review Date:** March 2017

**Sources:**

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standard for Early Childhood Education and Care and School Age Care 2011 Quality Areas 2, 4 and 7  
Public Health Act 1991  
The Public Health (Amendment) Act 1992  
Staying Healthy. Preventing Infectious Diseases in Early Childhood Education and Care Services 5th ed. National Health and Medical Research Council, 2012.  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Australian Standard Vaccination Schedule accessed August 2015  
Immunise Australia [www.immunise.health.gov.au](http://www.immunise.health.gov.au) accessed August 2015  
NSW Immunisation Program [www.health.nsw.gov.au/publichealth/immunisation/index.asp](http://www.health.nsw.gov.au/publichealth/immunisation/index.asp) accessed August 2015