

Immunisation Procedure

Purpose

This procedure relates to the Immunisation Policy and should be read in conjunction with this.

Procedure

On enrolment and before the child commences attending, the nominated supervisor or responsible person will:

- Request, assess, and retain an Immunisation History Statement for each child (to be kept with the enrolment record in line with the *ECMS Confidential Information Policy*)
- Ensure that a current Immunisation History Statement is obtained if the child transfers from one service to another
- Refer parents to local council immunisation services or their Medical Practitioner if immunisations are not current
- Support the family by working through the process outlined in the Immunisation Enrolment Toolkit and advise parents that they are required to notify the centre of any new or additional immunisations a child is given
- Ensure centre records in respect to each child's immunisation history are accurate and kept up to date
- Support families and children experiencing vulnerability who qualify for the [grace period](#) to undertake immunisation of their children.

Nominated Supervisor will:

- Ask families every six months for an updated Immunisation History Statement and document requests via Storypark and/or email
- Retain the updated Immunisation History Statements with the enrolment information for the child
- Follow up with the family as required after the initial request
- Monitor children with exemptions to Immunisations (and those within the catch-up or grace periods) and exclude these enrolled children if there is a vaccine-preventable disease outbreak

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- Through Storypark, email, and the ECMS monthly 'Engage' newsletter, regular communication will strongly encourage parents to vaccinate their children, as required by law
- Have an awareness that there are infringement penalties that may apply for failure to comply with excluding a child who is not immunised, on a catch-up schedule, or in a grace period in the event of a preventable disease outbreak
- Understand that the responsibility of notifying the Department of Health of a diagnosis of a preventable disease at the service is the responsibility of Medical Professionals and not ECMS or its representatives.

Acceptable Certificate

The only acceptable certificate for proof of immunisation is the Australian Childhood Immunisation Register (ACIR) Immunisation History Statement available from families MyGov account. Letters and other documents produced by GP's or other immunisation providers are not acceptable as proof of immunisation. Where a family does not have this required certificate the Nominated Supervisors or responsible person will:

- a. Determine if the child meets the criteria for 'grace period for families experiencing vulnerability', and if so
- b. Complete the Grace Period Eligibility Assessment Form with the family and refer the family to apply for an Immunisation History Certificate - catch-up schedule.

Supporting Families to Comply

Where a child's vaccinations are not up-to-date, Nominated Supervisors or the responsible person must advise families to contact their General Practitioner or Immunisation Nurse to arrange a vaccination catch-up schedule. The immunisation provider can provide documentation about the catch-up schedule that the parent must provide to the service.

Nominated Supervisors and the responsible person can provide families with the Immunisation Status Certificate Checklist.

For children who were vaccinated overseas, parents will need to take a translated copy of their child's immunisation history to their General Practitioner or Immunisation Nurse, who will transfer the information to the Australian Childhood Immunisation Register.

Once these vaccinations have been confirmed, the Australian Childhood Immunisation Register can issue an Immunisation History Statement and relevant catch-up schedule (if applicable) to the parents, who will, in turn, provide this statement to the service.

In line with the No Jab No Play Law, children cannot commence in an ECMS service without providing the following documentation;

- Immunisation History Statement
- Evidence of a catch-up schedule (in accordance with the Toolkit Guidelines)
- Evidence of medical exemption (via Immunisation History Statement)
- Evidence of meeting the criteria for the 'grace period' of experiencing vulnerability.

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Immunisation After Enrolment

Under Victorian Law, parents and carers are required to continue to provide the service with evidence that their child is up to date with their immunisations. Services are required to take reasonable steps to obtain up-to-date Immunisation History Statements from parents and keep these with the enrolment forms. These include:

- Requesting parents/carers to provide an updated Immunisation History Statement twice a year (typically January and June each year)
- Review the enrolment records for children at greater risk of falling behind on their immunisations and providing a follow-up request if necessary
- Assessing Immunisation History Statements to ensure that they are accurate and indicate up to date status
- Support parents/carers to comply with the regulations by providing information on support services such as GP, local Council Immunisation Program, and the Australian Immunisation Register contact details (1800 653 809)
- Ensure that there is a record of the steps taken to request documentation (e.g. Storypark and/or email requests for families or documentation of follow-up discussions).

Sources

Sources and Further Reading

- Education and Care Services National Regulations 2012 (amended version 2020) Reg-88, 90, 160- 162, 16, and 181-182
- Education and Care Services National Law Act 2010 (amended version 2018) Reg 167
- [Exclusion Tables for Primary Schools and Children's Services](#)
- Public Health Amendment (No Jab, No Play) Act 2015. (Amendments January 2016, November 2018, and December 2019)
- Public Health and Wellbeing Regulations 2019
- [No Jab No Play Toolkit](#)
- [No Jab No Play Templates](#)

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