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# IMMUNISATION POLICY

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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**National Quality Standard (NQS)**

Quality Area 2: Children's Health and Safety		
2.1	<b>Health</b>	Each child's health and physical activity is supported and promoted
2.1.2	<b>Health practices and procedures</b>	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	<b>Safety</b>	Each child is protected
2.2.2	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Education and Care Services National Regulations**

Children (Education and Care Services) National Law	
<b>77</b>	Health, hygiene and safe food practices
<b>88</b>	Infectious diseases
<b>90</b>	Medical conditions policy
<b>162</b>	Health information to be kept in enrolment record

### Introduction

Immunisation is a reliable way to prevent some infections. Immunisation works by giving a vaccine – often a dead or modified version of the germ – 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 symptoms. If the person comes in contact with that germ in the future, their immune system can rapidly respond and prevent the person becoming ill.

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'.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Goals – What are we aiming to do?

The purpose of this policy is to manage and prevent the spread of infectious illnesses and diseases. Woden Early Childhood Centre (WECC) has a duty of care to ensure that all children, families and educators are provided with a high level of protection during WECC's hours of operation. This includes notifying children, families and educators when an excludable illness or disease is present in WECC; maintaining a record of children's and educators' immunisation status; complying with relevant Health Department exclusion guidelines; and increasing educators' awareness of cross-infection through physical contact with others.

## Strategies – How will it be done?

The Nominated Supervisor or Director will:

- display a wall chart about immunisation in the foyer
- review children's immunisation each month, updating the child's records kept at WECC, and sending reminder letters and emails to families
- 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
- regularly update staff immunisation records as staff are vaccinated
- provide staff 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 families when an outbreak of an immunise-able disease occurs
- exclude any child who is not immunised from WECC if and when an outbreak of an immunise-able infectious disease occurs, to protect that child and prevent further spread of infection. In the instance of the child being immunised and the immunisation record not having been provided, the child would be viewed as not being immunised
- advise any staff members who fall pregnant to visit their GP immediately and have a test for Cytomegalovirus (CMV) to check their immunity. Any pregnant staff member who is at a heightened risk will not change nappies and will double glove when coming into contact with any body fluids, especially saliva

Families will:

- provide WECC with a copy of one or more of the following documents:
  - 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 WECC with an updated copy of their child's current immunisation record every 6 months

### Australian Capital Territory (ACT)

- The National Immunisation Program (NIP) Schedule TO BE DISPLAYED IN THE SERVICE can be accessed and downloaded from:  
<http://immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule>
- Immunisation Program Australian Capital Territory Schedule can be accessed and downloaded from:  
<http://www.health.act.gov.au/our-services/immunisation/babies-and-children>
- Immunisation is available by appointments at Child Youth and Women's Health Program (CYWHP) Immunisation clinics across the ACT.
- Your General Practitioner or the nurses in the CYWH Program can provide you and your family with all the information and support you require about the current immunisation schedule. Clients can access this service by phoning Community Health Intake on (02) 6207 9977 between 8am and 5pm weekdays.
- Immunise Australia National Hotline - 1800 671 811
- Australian Government – Department of Human Services -  
<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

## Evaluation

When groups of children are together, illness and disease can spread rapidly. Immunisable diseases such as measles and whooping cough can have serious health consequences for children, especially young children. Staff members who work in an education and care setting are also at increased risk of certain infectious illnesses. To reduce this risk we will follow all procedures outlined in this policy.

## Related policies /documents

- *Enrolment, orientation and termination*
- *Family communication*
- *Incident, injury, trauma and illness*
- *Infectious Diseases*
- *Record keeping and retention*
- *Workplace Health and Safety*

## Statutory legislation and considerations

- Nil.

## Sources and references

- Australian Children's Education and Care Assurance (ACECQA)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics
- Guide to the National Quality Standard
- ACT Public Health Act 1997

- Staying Healthy in Education and Care – 5<sup>th</sup> Edition
- Australian Childhood Immunisation Register – <https://www.humanservices.gov.au/customre/services/medicare/australian-childhood-immunisation-register>
- Immunise Australia Program – [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- Australian Government – Department of Human Services – <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

## Authorisation

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President  
2018-19 WECC Management Committee