

# Intereach Out of School Hours Immunisation/Vaccination Procedure



<b>Applies to</b>	Intereach Out of School Hours (OOSH)				
<b>Policy</b>	NQS Two: Children's Health and Safety Policy				
<b>Version</b>	1.1	<b>Date approved</b>	28/07/2025	<b>Next review date</b>	4/3/2028

## 1. Objective

The purpose of this procedure is to provide information to manage and prevent the spread of infectious diseases within the service.

OOSH Service has a duty of care to ensure that all children, families, and educators are protected from infectious diseases whilst at the Service. Along with maintaining a clean and hygienic environment, this also includes notifying families and educators when an excludable illness or infectious disease is present in the OOSH Service, maintaining a record of children's and immunisation status, complying with relevant health department exclusion guidelines, and increasing educators' awareness of cross-infection.

Children's Services staff, educators and families can refer to current information on the National Immunisation Program (NIP) by accessing the [National Immunisation Program Schedule](#)

## 2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met;
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this procedure;
- ensure all new employees are provided with a copy of this procedure as part of their induction process;
- ensure information about immunisation, infectious diseases and exclusion periods are available to families at time of enrolment/orientation
- request families to provide an AIR Immunisation History Statement or an AIR Immunisation History Form (for a child on an approved catch-up-schedule) prior to enrolment;
- review children's immunisation regularly, updating the child's records kept at the service, and send reminder letters and emails to families as required;
- advise parents and families about the National Immunisation Program (NIP);
- review children's records and update if required
- document advice given to educators and other staff, and any refusal to comply with vaccination requests;
- notify the Public Health Unit of any outbreak of vaccine preventable diseases (1300 066 055)
- notify families when an outbreak of a vaccine-preventable disease occurs through various channels of communication:
  - verbally
  - through a letter from the educator or approved provider
  - posting a note or sign at the entry of the residence
  - via electronic message- text message or email

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- notify the regulatory authority of any incidence of a notifiable infectious illness or disease; and,
- exclude any child who is not immunised from the OOSH Service if and when an outbreak of a vaccine preventable disease occurs to protect that child and to prevent further spread of infection.

In the instance of the child being immunised but the immunisation record has not been sighted by the Service, the child is to be considered as not being immunised.

It is the responsibility of staff to:

- have up to date vaccinations in accordance with the NSW Vaccinations - Early Childhood Staff and VIC Vaccinations for people working with children as well as other available vaccines recommended by the Department of Health, such as influenza and COVID-19.
- provide history statements to Intereach when they have received vaccinations for record keeping; and,
- provide immunisation history statements to Intereach when their own children attend the service in line with this Procedure.

It is the responsibility of parents to:

- Adhere to the Service's policies regarding Control of Infectious Diseases, Immunisation, Sick Children and exclusion requirements
- include a current Australian Immunisation Register (AIR) Immunisation History Statement showing that their child is 'up to date' with their immunisations, a recognised catch-up schedule or medical exemption that has been certified by a GP to the initial enrolment from; and,
- provide an updated Australian Immunisation Register (AIR) Immunisation History Statement after each additional immunisation

### **3. Procedure**

Enrolment in OOSH requires parents to provide an Immunisation History Statement as recorded on the Australian Immunisation Register (AIR) to prove that their child is up to date with their scheduled vaccinations. This documentation also is required to be updated as per the childhood immunisation schedule.

When enrolling a child, parents will be asked to provide an Immunisation History Statement. Should a child not be fully immunised according to the National Immunisation Program Schedule, they will not be prevented from enrolling.

Children without proof of recommended immunisation for their age will be excluded from attending the service during an outbreak of a vaccine preventable disease.

#### **3.1. Accessing the AIR**

The AIR provides an Immunisation History Statement to parents/guardians, which is used to help keep track of their child's immunisation for enrolment in early childhood services. Parents/guardians can access updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through [myGov](#). Steps to access their child's Immunisation History Statement is available at [How to get an immunisation history statement](#) using the Medicare online account; or
- using the Medicare Express Plus App.

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- Parents will provide the OOSH service with an updated copy of their child's current immunisation record when the next scheduled immunisation has been completed. An updated copy of the immunisation record can be obtained by calling the AIR general enquiries line on 1800 863 809.
- Immunisation register/s and immunisation forms are stored in a secure location. Records are retained for three years from the date from which an enrolled child ceases care at a service.

### **3.2. Infectious Diseases Outbreak**

- OOSH Nominated Supervisor, Responsible Person or Manager Education and Care will inform the Infectious Diseases Officer at the local Public Health Unit of any suspected or confirmed outbreak vaccine-preventable infectious disease.
- Parents will be notified and provided relevant information, where there is a suspected and/or confirmed outbreak of a vaccine-preventable infectious disease.
- Control measures may include:
  - review of work practices to ensure safe systems of work for infection prevention and control
  - provide additional information, instruction, training and supervision
  - personal protective equipment

### **3.3. Exclusion from service**

- In consultation with the Public Health Officer, Management reserve the right to ask the parents of an unimmunised child to stay at home if there is an outbreak of a vaccine-preventable disease at the service. This will assist in protecting the health and wellbeing of unvaccinated children and prevent the likelihood of infection being passed onto others.
- It may be necessary to implement work exclusions, restrictions or adjustments to protect non-immune workers and prevent further spread of the disease.
- School-aged children who are not immunised or fully immunised will be excluded from the service if there is an outbreak of a vaccine-preventable disease.
- Payment of fees is required for children excluded during an outbreak of a vaccine-preventable disease unless other arrangements have been discussed and agreed to by the Nominated Supervisor/staff.

## **4. National Quality Framework**

<b>Element</b>	<b>Concept</b>	<b>Description</b>
<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
<b>2.1.1</b>	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
<b>7.1.2</b>	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe
<b>7.1.3</b>	Roles and responsibilities	Roles and responsibilities are clearly defined, understood, and support effective decision making and operation of the service.

<b>5. Context</b>	
<b>5.1. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017), National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017), Guide to the National Quality Framework</p> <p>Department of Education <a href="#">Childcare Provider Handbook April 2025</a></p> <p>Immunisation Enrolment Toolkit – For Early Childhood Education and Care Services 2023, Accessed May 2025 from <a href="http://www.health.nsw.gov.au">http://www.health.nsw.gov.au</a></p> <p>NHMRC (2013), The Australian Immunisation Handbook, Accessed May 2025 from <a href="http://www.immunise.health.gov.au">http://www.immunise.health.gov.au</a></p> <p>National Health and Medical Research Council 2013 (6th Ed), <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a></p> <p>Department of Health, National Immunisation Program, Accessed May 2025 from <a href="http://www.health.gov.au/immunisation">www.health.gov.au/immunisation</a></p>
<b>5.2. Legislation or other requirements</b>	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>NSW Public Health Act 2010, Public Health Amendment (Review) Bill 2017</p> <p>VIC Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015</p>
<b>5.3. Internal Documentation</b>	<p>Enrolment form</p> <p>Intereach Vaccine Policy</p> <p>Intereach Children's Services Children's Health and Safety Policy</p>

<b>6. Document control</b>			
<b>Version</b>	<b>Date approved</b>	<b>Approved by</b>	<b>Next review date</b>
1.0	02/12/2019	Robert Phillips - Acting Senior Manager, Children and Family Services	02/12/2022
2.0	31/08/2021	Michelle Tai – General Manager, Operations	31/08/2024
1.0	4/3/2025	<p>The Children's Services procedure separated to be a standalone procedure for OOSH and approved by:</p> <p>J Farrow - Manager Education and Care</p>	4/3/2028
1.1	28/07/2025	Early Review approved by N Brown – Compliance, Safety & Risk Manager	04/03/2028