

Intereach Family Day Care

Immunisation/Vaccination Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.1	Date approved	20/10/2025	Next review date	24/9/2027

Objective

To ensure that staff, educators and families are aware of immunisation policies and procedures for enrolling children in Family Day Care to reduce the risks associated with vaccine- preventable diseases.

To ensure educators, staff, and families understand and comply with immunisation requirements for enrolling children in Family Day Care while reducing the risk of vaccine-preventable diseases

Background

The Education and Care Services National Regulations states that services must have policies for managing infectious diseases.

Immunisation protects not only individuals but also the community including vulnerable groups who cannot be immunised or are at higher risk.

In line with the 'No Jab, No Play' legislation, children must be fully immunised, on a recognised catch-up schedule, or have a valid medical exemption to enrol in care.

Responsibilities

It is the responsibility of the Nominated Supervisor and Coordination Unit staff to:

- ensure that no child is enrolled in the service unless mandatory immunisation documentation is received (except for children who are vulnerable or disadvantaged, refer to 3.2.2 of this procedure);
- take reasonable steps to ensure children's enrolment forms are accurate including immunisation (regulation 177); and,
- provide educators, staff and families with information about vaccine-preventable diseases

It is the responsibility of the educators to:

- support families to provide updated immunisation history statements
- support the coordination unit with requests for immunisation history statements; and,
- be aware of children's immunisation status in the event of an outbreak.

It is the responsibility of parents to:

- provide a current AIR Immunisation History Statement showing:
- full immunisation for age; OR
- recognised catch-up schedule; OR
- certified medical exemption; and,
- submit updated Australian Immunisation Register (AIR) Immunisation History Statement after each scheduled immunisation

Procedure

To enrol children with Intereach Family Day Care parents/ guardians must complete an online enrolment and provide a copy of:

- An AIR Immunisation History Statement form that shows that the child:
 - Is fully immunised for their age, or;
 - has a medical exemption not to be vaccinated certified by a GP, or;
 - is on a recognised catch-up schedule.
- Request for enrolment of children under the age of six weeks will be assessed on case-by-case basis.
- notify families that the following documents are not accepted as proof of vaccination:
 - Australian Immunisation Register (AIR) Immunisation History Statement showing that a child is NOT up to date;
 - Personal Maternal Health books from any state;
 - GP letter; and,
 - An overseas immunisation record.
- Before referring families, coordination unit staff must check the enrolment to ensure that the correct documentation for immunisation has been provided, where this has not been provided staff will contact the family to request the appropriate documentation.
- Once education and care commence parents/guardians must provide proof of immunisations received while attending education and care.
- The coordination unit will conduct an audit of children's immunisation status each 6 months and families notified of the requirement to submit any overdue statements. Educators will also be informed to support the collection of these statements
- Care will be suspended if an updated Immunisation History Statement is not provided to the service after each scheduled immunisation. This will be at the discretion of the Nominated Supervisor. Childcare fees will be applied for any absent days due to non-compliance.

Accessing the AIR

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](#);
- using the Medicare Express Plus App'; or,
- calling the AIR General Enquiries Line on 1800 653 809 (mailed statements may take up to 14-days to arrive).

Grace Period

Children experiencing vulnerability or disadvantage may be enrolled under a 16-week grace period while obtaining the required Immunisation History Statement.

Families who meet any of the following criteria may be eligible for the grace period:

- evacuated children following an emergency'
- children in emergency care (for example, emergency foster care) under the Children, Youth and Families Act 2005 (VIC) and Children and Young Persons (Care and Protection) Act 1998 (NSW);

- children in the care of an adult who is not their parent due to exceptional circumstances such as illness or incapacity;
- children identified by their parents as Aboriginal and/or Torres Strait Islander;
- other children who are experiencing vulnerability or disadvantage, including children who hold or whose parents hold a health care card, pension concession card, Veterans Affairs Gold or White card, children from a multiple birth of triplets or more and children who are refugees or asylum seekers; and,
- children known to child protection, including children who are on or who have been on a Child Protection Order, children in or who have been in foster care or out-of-home care, children who have a report made about them under the Children Youth and Families Act 2005 (VIC) or under the Children and Young Persons (Care and Protection) Act 1998 (NSW) and families that have received support through Family Services including Child FIRST, Services Connect or an integrated family service.

Record Keeping

- Immunisation records will be stored securely in Harmony.
- Records will be retained for 3 years after the child exits care.

Educators' obligations

- Educators are encouraged to have up to date vaccinations in accordance with the <https://www.health.gov.au/topics/immunisation/when-to-get-vaccinated/national-immunisation-program-schedule>
- as well as other available vaccines recommended by the Department of Health, such as influenza and COVID-19.
- Where staff have received vaccinations mandated by Public Health Order, Government Direction or funding requirement, it is requested that history statements be provided to Intereach for record keeping. Refer to Intereach Vaccine Policy
- Where the children of educators attend the service (including their own service), immunisation history statements of their children will also be required in line with this Procedure.

Infectious Diseases Outbreak

- Educators must notify the Coordination Unit of any suspected or confirmed outbreak vaccine-preventable infectious disease as soon as reasonably practical, and
- The Coordination Unit will notify the Infectious Diseases Officer at the local Public Health Unit immediately.
 - Under the NSW Public Health Act 2010 children's Services must notify the following 9 vaccine preventable diseases to the local Public Health Unit on: 1300 066 055:
 - Diphtheria, Haemophilus influenzae type b (Hib), Measles, Meningococcal C, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella, Tetanus.
 - Children's services have a responsibility under Part 8 of the Public Health and Wellbeing Act 2008 and Public Health and Wellbeing Regulations 2009 to manage the following infectious diseases:

- Whooping cough (pertussis), Polio, Measles, Mumps, Rubella (German measles), and Meningococcal disease
<https://www.health.vic.gov.au/infectious-diseases>
- Parents will be notified and provided relevant information, where there is a suspected and/or confirmed outbreak of a vaccine-preventable infectious disease.

Exclusion from service

- Where there is an outbreak of a notifiable infectious disease, a poster will be prominently displayed at the service entry and families informed of the disease outbreak.
- In consultation with the Public Health Officer, Intereach and their Educators reserve the right to ask the parents of a child on medical exemption 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.
- 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/Educator.

Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	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.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Compliance and Reference

Legislation	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010 NSW Public Health Act 2010, Public Health Amendment (Review) Bill 2017 VIC Public Health And Wellbeing Amendment (No Jab, No Play) Act 2015 No Jab, no Pay , No jab, No Play Legislation
Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017), National Quality Standards Australian Children's Education and Care Quality Authority (2017), Guide to the National Quality Framework Department of Education Childcare Provider Handbook July 2025 Immunisation Enrolment Toolkit – For Early Childhood Education and Care Services 2023, Accessed May 2025 from http://www.health.nsw.gov.au NHMRC (2013), The Australian Immunisation Handbook, Accessed May 2025 from http://www.immunise.health.gov.au National Health and Medical Research Council 2024 (6th Ed), Staying Healthy: Preventing infectious diseases in early childhood education and care services Department of Health, National Immunisation Program, Accessed May 2025 from www.health.gov.au/immunisation
1.1. Internal Documentation	Enrolment and Orientation Procedure Enrolment (Online) Intereach Vaccine Policy Intereach Children's Services Children's Health and Safety Policy Illness and infectious disease procedure

Document Control

Version	Date approved	Approved by	Next review date
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	24/9/2024	The Children's Services procedure separated to be a standalone procedure for FDC and approved by: J Farrow - Manager Education and Care	24/09/2027
1.1	20/10/2025	Kerri-Anne Hyde – General Manager, Operations	24/09/2027