

POLICY/PROCEDURE NAME & REVIEW PROCESS	IMMUNISATION POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.										
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.1 Health 2.1.2 - Health practices and procedures 2.2 Safety 2.2.2 – Incident and Emergency Management										
NATIONAL LAW AND REGULATIONS	77 - Health, hygiene, and safe food practices 88 - Infectious diseases 90 - Medical conditions policy 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures										
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Illness and infectious disease record ▪ Illness observation record ▪ Medical risk minimisation and communication record ▪ Immunisation record staff 										
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.										
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding Immunisation practices at the service for all staff and children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.										
SERVICE IMPLEMENTATION	Implementation Each service has a duty of care to ensure, as far as is reasonably practicable, that they protect the health and safety of educators, staff and children who are at risk of exposure to diseases that are preventable by vaccination. When groups of children play and learn together, illness and disease can spread from one child to another. Safe practices must be implemented in order to control infection. However, even with the best practices sometimes this is out of the staff control. Immunisation recommendations for children 0-5 are as per below: National Immunisation Schedule <table border="1"> <thead> <tr> <th>Age</th><th>Diseases</th></tr> </thead> <tbody> <tr> <td>Birth</td><td> <ul style="list-style-type: none"> • Hepatitis B (usually offered in hospital) </td></tr> <tr> <td>2 months (can be given from 6 weeks of age)</td><td> <ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Rotavirus • Pneumococcal • Meningococcal B – Aboriginal and Torres Strait Islander children </td></tr> <tr> <td>4 months</td><td> <ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Rotavirus • Pneumococcal • Meningococcal B – Aboriginal and Torres Strait Islander children </td></tr> <tr> <td>6 months</td><td> <ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Pneumococcal – Aboriginal and Torres Strait Islander children in WA, NT, SA, and Qld </td></tr> </tbody> </table>	Age	Diseases	Birth	<ul style="list-style-type: none"> • Hepatitis B (usually offered in hospital) 	2 months (can be given from 6 weeks of age)	<ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Rotavirus • Pneumococcal • Meningococcal B – Aboriginal and Torres Strait Islander children 	4 months	<ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Rotavirus • Pneumococcal • Meningococcal B – Aboriginal and Torres Strait Islander children 	6 months	<ul style="list-style-type: none"> • Diphtheria, tetanus, whooping cough, hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) • Pneumococcal – Aboriginal and Torres Strait Islander children in WA, NT, SA, and Qld
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Owner	Fishbowl Service Support Pty Ltd				
Policy published	May 2019	Last review date	June 2025	Next review date	June 2026
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6 months to under 5 years	<ul style="list-style-type: none"> Influenza (annually)
12 months	<ul style="list-style-type: none"> Meningococcal ACWY Measles, mumps, rubella Pneumococcal Meningococcal B – Aboriginal and Torres Strait Islander children
18 months	<ul style="list-style-type: none"> <i>Haemophilus influenzae</i> type b (Hib) Measles, mumps, rubella, chickenpox Diphtheria, tetanus, whooping cough Hepatitis A—Aboriginal and Torres Strait Islander children in WA, NT, SA, and Qld
4 years	<ul style="list-style-type: none"> Diphtheria, tetanus, whooping cough, polio Pneumococcal—Aboriginal and Torres Strait Islander children in WA, NT, SA, and Qld Hepatitis A—Aboriginal and Torres Strait Islander children in WA, NT, SA, and Qld

To help increase Australia's immunisation rates, a number of Government benefits are only available to families whose children meet the immunisation requirements. That is if they are up to date with their immunisation schedule. The benefit relevant to the centre is known as Child Care Subsidy CCS. Certain states have different requirements, and some are following a NO JAB NO PLAY, which means that without immunisation you cannot attend a childcare service.

NO JAB NO PLAY	
QLD	Not enforced- Can attend the service but if an outbreak occurs unimmunised children will be excluded.
NSW	Enforced – NO JAB NO PLAY
VIC	Enforced- NO JAB NO PLAY
SA	Enforced- NO JAB NO PLAY
TAS	Not Enforced - Can attend the service but if an outbreak occurs unimmunised children will be excluded
WA	Enforced – NO JAB NO PLAY
ACT	Not Enforced- Can attend the service but if an outbreak occurs unimmunised children will be excluded
NT	Children do not need to be immunised to attend a service.

Immunisation is the only effective way to protect your child against many harmful diseases. It means your child will be far less likely to catch the disease if exposed to it. Immunisation is also important to help eradicate the disease. If enough people are immunised, then infection will no longer be spread in the community, and the disease dies out.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.

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- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will have on display relevant immunisation charts for family's information.
- Will notify families of an outbreak of an infectious disease. This will be advised via email, internet programs and signage throughout the service and phone calls will be made, if applicable, to pregnant mothers.
- Will provide information regarding any illness from 6th edition Staying Healthy and place on display throughout the service.
- Will call families whose children are not immunised to ensure that they are removed from the service in the event of an outbreak in QLD, TAS, ACT.
- Will notify the Public Health Unit in the event of an outbreak as soon as the service is aware that a child has contracted a vaccine preventable disease.
- Will record this outbreak on the **Illness and infectious disease record**.
- If a parent advises service that their child has contracted a communicable disease the nominated supervisor will advise the parent of the relevant exclusion period and follow all of the above procedures.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will complete an **immunisation record staff** document prior to commencement of employment, and they must understand if they don't have certain immunisations that they may be subject to the following - being restricted to working with children over 12 months old and/or being excluded from work during outbreaks of vaccine-preventable diseases and or being unemployable.
- Will be aware that The National Health and Medical Research Council (NHMRC) recommends that people who work with children, including childcare and pre-school educators and outside school hours carers, should be vaccinated against pertussis (whooping cough), hepatitis A, measles, mumps, and rubella (MMR), varicella (chickenpox), influenza and Covid-19.
- Will be encouraged to take all reasonable steps to strongly encourage non-immune workers to be vaccinated.
- Will be aware that if they are not immunised, they may be excluded from the service during an outbreak of an infectious disease.
- Will document any unusual symptoms in a child whilst at the service on the **Illness observation record** and report it to the nominated supervisor.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.

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	<ul style="list-style-type: none"> Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Will supply the service with a current Immunisation History Statement from the Australian Immunisation Register (AIR) Will ensure that the statement shows that the child is up to date with all vaccinations that are due for their age, or that they are able to receive. Will ensure that they provide updates of the child's immunisation status to the service as new immunisations are completed. Will be aware that in the event of a breakout of an outbreak of an infectious disease in the service those persons, children, and educators, who are not vaccinated may be excluded from the Education and Care Service in QLD, TAS, ACT. for a period that follows the recommended exclusion periods from 6th edition Staying Healthy. Must be aware that if immunisation lapses, they will lose their Child Care Subsidy CCS, and we expect that full fees are paid to the service until immunisation is amended.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 77 -Health, hygiene and safe food practices	<p>Approved provider and Nominated supervisor will</p> <ul style="list-style-type: none"> Ensure that food safety infection control is paramount in the service and will be controlled by hand hygiene, not sharing food, plates, or utensils, preparing, and storing food properly and keeping food preparation areas clean. Encourage the cleaning of food preparation surfaces with hot water and detergent or service preferred cleaning products. Ensure that there is a designated hand washing sink only, available to staff to access and monitor practices regarding these sinks. Ensure that staff practice correct hand washing and drying procedures at all mealtimes and prior to serving food to children. Gloves are not a substitute for clean washed and dried hands. Ensure staff ensure that children wash and dry hands prior to eating. Advise staff who are involved in the preparation of food such as chef/cook refrain from changing nappies as this can increase the incidences of diarrhoea by 3 times in the service. Will ensure processes are in place to ensure that staff are careful when serving children who have allergies, processes will be in place from the kitchen ensuring that there is no cross contamination of food. Suggest separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis.
In regard to regulation 88 – Infectious Disease.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that if there is an outbreak of an infectious disease in the service that there are processes in place to ensure the reasonable steps are taken to ensure the prevention of further outbreak. Ensure families will be informed immediately via email or online software or signage relating to the infectious disease from 6th edition Staying Healthy. Ensure nominated supervisor will follow the process of informing families regarding the outbreak. In the event of a significant number of cases inform the public health unit, as per guidance of 6th edition Staying Healthy. Ensure nominated supervisor will implement extra cleaning processes within the service.
In regard to regulation 90- Medical conditions policy	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that there is a policy to support and guide all staff on the management of medical conditions. The policy will have clear guidelines as to the following:

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	<ul style="list-style-type: none"> Any child enrolled who has a specific health need such as anaphylaxis / diabetes/ asthma, allergy or other condition with specific requirements can only attend when there is a medical risk minimisation and communication record in place. <p>Nominated Supervisor will</p> <ul style="list-style-type: none"> Ensure a plan will be developed in conjunction with the parent/guardians and nominated supervisor. The plan will include a communication record for all staff and parents. Ensure that all staff are made aware of the plan for the child and that there is notification in the child's room and staff room if applicable. Will ensure permission to display is sought from the parent / guardian on the medical risk minimisation and communication record. When parent and child present with specific medical condition the nominated supervisor will provide parent with a copy of all policies relating to medical conditions to ensure that parents are well informed. Display a notice in the service stating that there is a child at risk of Anaphylaxis if the medical condition presents as Anaphylaxis. The notice must include the food that may cause Anaphylaxis and inform the staff and the chef if food is supplied, prior to child's attendance. Ensure that the process for determining how to deal with the medical condition is in place and is followed and overseen by the nominated supervisor, chef, and staff in the child's room: for example – separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis. Will make regular checks of the kitchen to ensure that practices are being adhered to and ensure that the chef is supported. Ensure that room meetings are conducted on a regular basis and information regarding medical conditions will be discussed and documented to advise if there are changes or updates or to gain feedback or information regarding child/rens health. Ensure any new staff will be advised of medical conditions within their induction. In conjunction with lead educator review the medical plan and communication record on a regular basis. Will send out change of details record to all families to ensure that opportunities to capture change to medical conditions are captured. Will ensure staff meetings include updates and issues with medical conditions for all children in the service.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change	<p>Approved Provider will</p>

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to policies or procedures	<ul style="list-style-type: none"> ▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. ▪ Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. ▪ Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. ▪ Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. ▪ Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. ▪ Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> ▪ Conducting regular reviews and updates of this policy with all stakeholders. ▪ Actively seeking feedback from children, families, and staff members. ▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACEQCA ▪ Australian Government Services Australia Australian Immunisation Register https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register ▪ Code of Ethics ▪ Education and Care Services National Law Act 2010. ▪ Education and Care Services National Regulations. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Centre for Immunisation Research and Surveillance (NCIRS). No Jab No Play, No Jab No Pay: https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay ▪ National Health and Medical Research Council. (2012). Staying healthy: Preventing infectious diseases in early childhood education and care services. ▪ National Quality Standard. ▪ NSW Government Immunisation Enrolment Toolkit ▪ NSW Public Health Act- NSW Government October 2017 United Convention on the Rights of the Child

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