

POLICY/PROCEDURE NAME & REVIEW PROCESS	STAFF 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 2.2 Safety 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management 2.2.3 – Child protection
NATIONAL LAW AND REGULATIONS	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"> Immunisation record staff Parental leave policy
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 the immunisation of staff in order to protect the safety and health of children and stakeholders who attend the service. 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 Staff working in early childhood education and care services can be exposed to vaccine preventable diseases through contact with infectious children. Staff vaccination helps to protect staff, their families, and the children they care for. Staff who are not immunised place children, at greater risk of acquiring a vaccine-preventable disease. It is with all of this information that we request that staff, students, and volunteers who work at the service be fully immunised against the following and complete an immunisation record staff prior to employment. <ul style="list-style-type: none"> Pertussis (Whooping Cough)—this is especially important for educators and other staff caring for the youngest children who are not fully vaccinated. Even if the adult was vaccinated in childhood, booster vaccination may be necessary because immunity to pertussis decreases over time. Measles-Mumps-Rubella (MMR) for educators and other staff born during or since 1966 who do not have vaccination records of two doses of MMR or do not have antibodies against rubella. Varicella (chickenpox)-for educators and other staff who have not previously had varicella (a blood test is required to prove previous infection) Hepatitis A- because young children can be infectious even if they are not showing any symptoms. It is also recommended that educators and staff of childcare services have an Influenza vaccination. Vaccination is the best way to reduce the risk of getting flu. Being vaccinated gives staff protection against flu by building immunity to the virus and preventing transmission of the virus to others. Influenza vaccination is required annually, as immunity from the vaccine decreases over time and the vaccine can change each year to cover the current virus strains. Vaccination usually takes up to 2 weeks to be effective. Covid 19 – vaccination staff should have 2 vaccinations at a minimum in order to ensure their own health and safety. It is no longer mandatory to wear masks early childhood services. From the 13th of May 2022 it is no longer mandatory for staff to be vaccinated to work in early childhood. However, as an employer you have a duty of care under workplace health and safety to eliminate, or if that is not reasonably practicable, minimise the risks of COVID-19 in the workplace so far as is reasonably practicable. Employers also have a duty to consult workers regarding COVID-19 risks and how these risks are to be managed.

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Failure to complete these vaccinations may result in the following:

- You may be restricted to working with children over 12 months old.
- Be excluded from work during outbreaks of vaccine-preventable diseases.
- Be subject to doses of antibiotics.
- Place your future employment at the service at risk.

Exemption Criteria:

The only staff who will be excluded from certain vaccination are the following:

Pregnant or immunocompromised staff members (i.e., have a weakened immune system)

We request that they seek advice from their doctor regarding vaccinations.

Some vaccinations are not recommended during pregnancy, or if a person has a disease or is undergoing treatment that affects their immune system.

We will require this information from a Medical Practitioner in writing if the above applies to any of our staff.

Pregnant Staff

Staff who fall pregnant need to be aware of how some infections can affect their unborn child. When an employee falls pregnant it is important that they inform the nominated supervisor as soon as is possible. Nominated supervisor will advise pregnant employee the measures that are in place to ensure the safety of the pregnant employee.

It is also the responsibility of the employee to read and understand the **parental leave policy** and follow the guidelines of the policy to ensure that they are aware of risks and take responsibility for themselves based on the information regarding CMV.

Cytomegalovirus (CMV) virus.

Humans are the only source of CMV. Transmission of CMV is exceedingly rare through casual contact. CMV is spread from one person to another, usually by direct and prolonged contact with bodily fluids, including saliva, urine, and breast milk.

Cytomegalovirus (CMV) is spread through:

- Close contact with a person excreting the virus in their saliva, nasal mucous, urine or other body fluid.
- Handling children's toys that have saliva or mucous on them or handling contaminated items like dirty tissues or soiled nappies then touching the eyes, nose, or mouth without first washing hands.
- From mother to her unborn child as a result of maternal infection during pregnancy.
- From mother to her unborn child as a result of virus reactivation during pregnancy.
- Breast milk of an infected woman who is breast feeding.
- Sexual contact.

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.
- 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 ensure staff wear disposable gloves for activities involving contact with bodily fluids, such as changing nappies, toileting children, attending to accidents where blood is present.

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- Will ensure all staff wash hands thoroughly after dealing with toileting especially after changing nappies.
- Where practicable, pregnant women may be relocated to work with older children to reduce their contact with urine and saliva.
- Will inform staff who are pregnant or considering pregnancy about CMV risks and how to protect against infection.
- Will ensure appropriate cleaning practices are being followed in the service.
- Will purchase equipment and toys that are easily cleaned in the younger rooms.
- Will instruct staff not to kiss children on the mouth and face.
- Will ensure practices for cleaning surfaces and items that are soiled with urine and saliva, including nappy change mats, feeding utensils and toys are being implemented on a daily basis.
- Will ensure staff are following procedures for hygienic nappy changing and the storage and disposal of soiled nappies.
- Will ensure laundry procedures for linen that is soiled with urine etc is implemented and being followed by all staff, e.g., make sure that soiled personal clothing and linen are placed in a sealed bag and sent home with the child for washing.
- Will ensure staff follow procedures for cleaning up accidental spills of urine that could occur during toilet training.
- Will ensure prior to employment that staff complete the **immunisation record staff** and sign the acknowledgement that the statement is true.
- Will maintain a record of vaccination status for all staff and keep this information confidential.
- Will provide updates and current information on vaccine preventable diseases to staff.
- 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 provide proof of current immunisation status by completing **immunisation record staff**.
- Will actively seek immunisations for all diseases currently on the vaccination schedule if not already immunised or unsure of status.
- Will maintain and update current immunisation status.
- Will inform nominated supervisor of their pregnancy as soon as possible.
- Will wash hands frequently, especially after contact with urine and saliva and after removing disposable gloves.
- Will use disposable hand wipes or alcohol-based hand rub for situations where hand washing facilities are not readily available.
- Will cover cuts with water-resistant dressings.
- Will use disposable gloves for activities that involve contact with urine and saliva.
- Will follow appropriate cleaning practices in the service and follow cleaning programs for surfaces and items that are soiled with urine and saliva, including nappy change mats, feeding utensils and toys.
- Will follow procedures for hygienic nappy changing and the storage and disposal of soiled nappies.

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	<ul style="list-style-type: none"> Will follow laundry procedures for linen that is soiled with urine and saliva, e.g., make sure that soiled personal clothing and linen are placed in a sealed bag and sent home with the child for washing. Will clean all mouthed toys on a daily basis and follow service instructions relating to this practice. 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 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 keep children home when ill and inform nominated supervisor as soon as possible if their child/ren has contracted an infectious illness.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
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 to policies or procedures	<p>Approved Provider will</p> <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.

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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. ACECQA ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ Safe Work Australia ▪ United Convention on the Rights of the Child

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