

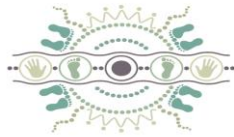
P2-11: Immunisation Policy

When groups of children are together, illness and disease can spread rapidly. Preventable diseases such as measles and whooping cough can have serious health consequences for children, and especially young children. Staff members who work at Queanbeyan & District Preschool Association (QDPA) are also at increased risk of contracting certain infectious illnesses. Immunisation is a simple, safe, and effective way of protecting people against harmful diseases. QDPA implements the Australian Government Department of Health, 'No Jab No Play' policy.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 174(2)(a)	Notification to the Regulatory Authority- (a) any serious incident at the approved education and care service
12	Meaning of serious incident
77	Health, hygiene and safe food practices
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
162	Health information to be kept in enrolment record



168	Education and care service must have policies and procedures
173	Prescribed information to be displayed
175(2)(c)	Prescribed information to be notified to the Regulatory Authority- (2) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service

RELATED POLICIES

Dealing with Infectious Disease Policy Incident, Injury, Trauma, and Illness Policy	Record Keeping and Retention Policy Work Health and Safety Manual
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PURPOSE

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

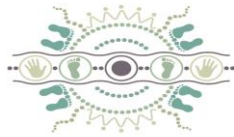
SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

Immunisation is a reliable way to prevent many childhood diseases. Immunisation works by giving the person a vaccine (weakened or killed disease-causing bacteria or virus), against a particular disease. This makes the person's immune system respond in a similar way to how it would respond if they had the disease, but with less severe, or possibly no symptoms. The vaccine therefore leads to the creation of antibodies that provide future protection if the person comes into contact with the disease.

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’.

Children must meet the immunisation requirements to be eligible for Family Tax Benefit (FTB) Part A.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL:

- ensure information about immunisation, infectious diseases and exclusion periods is available to families at time of enrolment/orientation and is included in Family Handbook
- advise parents and families about the [National Immunisation Program \(NIP\)](#)
- ensure that evidence is provided for each child prior to enrolment that confirms the child is fully immunised for their age or has a medical reason not be immunised (Immunisation History Statement from the Australian Immunisation Register (AIR) as evidence)
- provide staff and families with information about vaccine-preventable diseases.
- display wall charts about childhood immunisation schedules in each room
- review children’s immunisation regularly, updating the child’s records kept at the Preschool, and send reminder letters and emails to families as required.
- develop a staff immunisation record that documents each staff member’s previous infection or immunisations (including dates)
- require all new and current staff to complete the staff immunisation record.
- update staff immunisation records as staff become vaccinated.
- 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 the Public Health Unit (PHU) 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
- notify the Regulatory Authority of any incidence of a notifiable infectious illness or disease through the [NQA-ITS](#)



- exclude any child who is not immunised from the Preschool, 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 Preschool, the child is to be considered 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, including saliva.
- If a child does not receive their four-year-old immunisations within four weeks of the child turning four, and are not on an eligible catch-up schedule, will risk their enrolment being cancelled. OWNA will send families a reminder of immunisation.

FAMILIES WILL:

- adhere to QDPA policies regarding *Dealing with Infectious Diseases, Immunisation, Unwell Children*, and exclusion requirements.
- provide QDPA with a copy of one or more of the following documents upon enrolment:
 - 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 QDPA with an updated copy of their child's current immunisation when the next scheduled immunisation has been completed (four-years old). A current AIR Immunisation History Statement can be accessed at any time by the parent/guardian through logging in to their Medicare online account: [Services Australia](#)
- The four-year old immunisation must be completed within four weeks of the child's birthday, otherwise evidence of a booked appointment or eligible catch-up schedule must be provided to the Nominated Supervisor to prevent cancellation of enrolment.
- support their child's exclusion from the Preschool if there is an outbreak of a vaccine preventable disease at the Preschool or if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the Service.



INFORMATION TO BE DISPLAYED IN SERVICE

INFORMATION	WEBSITE/INFORMATION	PHONE NUMBER
The National Immunisation Program (NIP) Service	https://beta.health.gov.au/initiatives-and-programs/national-immunisation-program	1800 020 103
Notification of an occurrence of an infectious disease/vaccine preventable disease	Notify local Public Health Unit Provide information to families about the infectious disease- Children unimmunised against vaccine preventable diseases must be excluded from care	1300 066 055
Australian Government Department of Health	In the event of a community spread virus- (COVID-19) publications from Government agencies will be displayed https://www.health.gov.au/resources/collections/corona-virus-covid-19-campaign-resources	1800 020 080

Australian Government Department of Health- Immunisation saves lives.

Currently there are different immunisation requirements for early childhood education and care services across states and territories. National and state legislation to immunisation requirements for child care are listed below. ([NCIRS- No Jab, No Play, No Jab, No Pay](#)). Information on immunisation requirements is listed below.

New South Wales (NSW)
Children must be fully immunised to attend early childhood education and care services. A current Immunisation History Statement from the Australian Immunisation Register (AIR) must be provided to services.
<p>The National Immunisation Program (NIP) Schedule TO BE DISPLAYED IN THE SERVICE can be accessed and downloaded from:</p> <p>https://www.health.gov.au/resources/publications/national-immunisation-program-schedule-portrait</p> <ul style="list-style-type: none"> NSW Health Phone number: 02 9391 9000 Local NSW Public Health Unit Contact Details: https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx NSW Health Immunisation Schedule https://www.health.nsw.gov.au/immunisation/Pages/immunisation-providers.aspx Australian Government Australian Immunisation Register Australian Government Immunisation history statement



RESOURCES

AIR General Enquiries line 1800 653 809

Australian Government Services Australia *Australian Immunisation Register*

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>

[NSW Government Immunisation Enrolment Toolkit](#)

Sharing Knowledge About Immunisation. (2020). <http://talkingaboutimmunisation.org.au/>

[Time Out Keeping your child and other kids healthy!](#) (Queensland Government)

Time Out Brochure [Why do I need to keep my child at home?](#)

NSW Government – No Jab No Pay <https://www.health.nsw.gov.au/immunisation/Pages/no-jab-no-pay.aspx>

CONTINUOUS IMPROVEMENT/REFLECTION

The *Immunisation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators, and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australia Childhood Immunisation Register:

<https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

Australian Government Department of Education (2020) *Child Care Subsidy immunisation requirements*

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/who-can-get-it/immunisation-requirements>

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Government. Department of Health (2019). *National Immunisation Strategy for Australia 2019-2024*

https://www.health.gov.au/sites/default/files/national-immunisation-strategy-for-australia-2019-2024_0.pdf

Australian Government Department Of Health National Immunise Program: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>

Australian Government. Services Australia. [Australian Immunisation Register](#)

Australian Government. Services Australia. (2023). [Immunisation requirements](#)

Australian Government. Services Australia: [How to get immunisation statements](#)

Australian Government Department Of Health National Immunise Program: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Federal Register of Legislation *Privacy Act 1988*.

National Centre for Immunisation Research and Surveillance (NCIRS). (2024) . [No Jab No Play, No Jab No Pay:](#)



National Health and Medical Research Council. (2024). [Staying Healthy: preventing infectious diseases in early childhood education and care services](#) (6th Ed.). NHMRC. Canberra.

Pregnancy Birth and Baby. [Cytomegalovirus \(CMV\) during pregnancy](#).

REVIEW

Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	Nov 2021	QDPA	<ul style="list-style-type: none"> Document reviewed with change in leadership team in 2021. Additional related regulations & NQS references added. Version control and description box added to clarify reviewed items/new inclusions. Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes. Detailed information regarding National Immunisation Schedule information and requirement to provide this to families included. Additional information added to reflect mandatory COVID-19 vaccination requirements for NSW/VIC Additional information added to content. Resources section added
3.0	April 2023	QDPA	<ul style="list-style-type: none"> Split policy from Immunisation and Infection Control annual policy maintenance additional regulations added. name change of Control of Infectious Disease Policy to <i>Dealing with Infectious Disease Policy</i> Vaccination requirements for COVID 19 removed. Four-year-old immunisation requirements added, including cancellation of enrolment if not provided within two weeks of child's birthday hyperlinks checked and repaired as required. Continuous improvement section added
4.0	May 2024	QDPA	<ul style="list-style-type: none"> Adjusted immunisation records "to be provided upon enrolment". Adjusted immunisation records to be provided within six weeks of the child's fourth birthday or cancellation of enrolment
5.0	May 2025	QDPA	<ul style="list-style-type: none"> annual policy maintenance updated immunisation records to be provided within 4 weeks of child's birthday, in line with overdue rules for immunisation minor edits updated state and territory immunisation requirements and links sources checked for currency and updated as required