



## Mountain Community Children's Centre Inc.

### Immunisation and Infectious Diseases Policy

**Rationale:** Health guidelines have identified Immunisation as an effective way to stem infection within the community and to protect individuals against vaccine preventable diseases.

**Aim:** To provide a safe environment for children, staff and families and to support the promotion of health issues within the wider community.

#### Procedure:

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 actually 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'.

All children enrolled in the centre must be immunised.

The Centre will maintain an immunisation register to identify the immunisation status of individuals at the Centre. The centre will also act to control the spread of infectious diseases (see also Unwell Children/Medical Conditions Policy and Dealing with Infectious Diseases Policy).

Upon enrolment families must provide the centre with a copy of the child's Immunisation History Statement provided by Medicare.

### Roles and Responsibilities

#### Responsibility for Approved Provider/ Nominated Supervisor

- ensure information about immunisation, infectious diseases and exclusion periods is available to families at time of enrolment/orientation and is regularly circulated as a reminder.
- 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](#)
- review children's immunisation regularly, updating the child's records kept at the service, and send reminder 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 [ACECQA contact regulatory authority](#)
- exclude any child who is not immunised from the 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.
- 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

## Families

- adhere to the Service's policies regarding Dealing with Infectious Diseases, Immunisation, Unwell Children and exclusion requirements.
- provide the Service with a copy of one or more of the following documents:
  - 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 the service with an updated copy of their child's current immunisation record every 6 months, or when the next scheduled immunisation has been completed. A current AIR Immunisation History Statement can be accessed at any time by the parent/guardian through logging in to their Medicare online account: [myGov website](#).
- support their child's exclusion from the Service if there is an outbreak of a vaccine preventable disease at the Service or if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the Service.

The National Immunisation Program Schedule can accessed and downloaded [here](#).

In the event of a child or staff member contracting a vaccine preventable disease, full confidentiality for the individual will be maintained, however, families will be notified by display on the notice boards and/or via individual emails. The Centre will provide printed literature regarding the diseased as requested.

The Director (Nominated supervisor) must inform the Medical Officer of the Public Health Unit if the Centre has an incidence of a vaccine preventable disease.

Children or staff who are not up to date with immunisations will be excluded from the Centre (fees must still be paid and make up days will not be offered). Information regarding exclusion will be conveyed to the family / staff by the Director (Nominated supervisor) who will confirm that the family will receive a letter from the Medical Officer of the Department of Health notifying of:

- (a) the type of disease evident in the Centre, and

- (b) the length of time that the child / member of staff will be excluded from the Centre (the time being determined by the Health Officer).

An individual who is excluded may re-commence at the Centre if they are immunised within 72 hours of the vaccine preventable disease being detected in the Centre, and provide staff with the necessary information for the Immunisation Register. Information regarding Immunisation Clinics will be readily available in the Parent / Family Library or in newsletters or notices. It is recommended that staff receive a booster immunisation every 10 years, or 5 years for Hepatitis.

Families are asked to inform staff if their child has been immunised within the last 48 hours in case of any reactions that may occur. Families are then asked to provide updated details of current immunisation.

### **Free Immunisation Clinics**

The centre will provide the families annually with the details of the local drop in immunisation clinics. This will be either via the email and or the newsletter. Details can also be found [here](#).

### **Staff Immunisation**

Staff will be required to provide the centre with a copy of their Immunisation History Statement  
The National Health and Medical Research Council (NHMRC) recommend that child care staff should be immunised against:

- Hepatitis A
- Measles, Mumps and Rubella
- Varicella (Chickenpox)
- Pertussis (Whooping Cough)

The centre will also keep a record of staff Immunisation. These will be filled in staff files (refer to attachment 1).

Attachment 1

### Mountain Community Children's Centre Staff Immunisation Record

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_

<b>Disease / Vaccine</b>	<b>Disease</b>	<b>Vaccine</b>	<b>Date</b>
Hepatitis A			
Measles, Mumps and Rubella			
Varicella (Chickenpox)			
Pertussis (Whooping Cough)			