**Waratah Public School Preschool Procedure**



**Collection of Immunisation Status Procedure**

**Reviewed: 18/9/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 162 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Leading and Managing Department Preschool Guidelines
* [NSW Health Immunisation Enrolment Toolkit](https://www.health.nsw.gov.au/immunisation/Publications/immunisation-enrolment-toolkit.pdf)
 | p. 33, 34p. 63p. 93, 95 |  | Immunisation |
| Under the NSW Public Health Act 2010, immunisation procedures apply to pre-schoolers enrolling in department preschools. 1. Schools are required to collect approved information that confirms that children enrolling in department preschools are up to date in their immunisation status. A school cannot enrol a child in preschool unless the parent/guardian has provided an approved immunisation form from the Australian Immunisation Register (AIR) that shows that the child:
* is fully immunised for their age, or
* has a medical reason not to be vaccinated, or,
* is on a recognised catch-up schedule
1. Prior to enrolment in our preschool, parents/caregivers will be asked to supply an Immunisation History Statement with an ‘up to date’ status.

**NB.** Medicare automatically mails these statements to families after their child has completed their 4-year-old immunisations. Families can also access the statement in the following ways:* using their Medicare online account through the MyGov website
* using the Medicare Express Plus App
* calling the AIR General Enquiries Line on 1800 653 809
1. Children who have temporary resident or refugee status are required to attend a doctor/immunisation nurse to have their immunisation status assessed and an Immunisation History Form completed. A copy of this form must be presented to the preschool prior to enrolment.
2. In exceptional circumstances, a 12-week exemption can be granted for children who are in any of the following categories:
* a child evacuated during a state of emergency
* a child in out of home care
* Aboriginal or Torres Strait Islander children
1. If a child turns four while enrolled at preschool, there is an obligation for preschools to remind the family to supply the updated history statement or form. However, the child cannot be excluded if the family does not provide the documentation, unless there is an outbreak of a disease for which the child is not vaccinated against.
2. A written record must be kept of all requests for documentation made to families.
3. An immunisation register that records the immunisation status of all children enrolled is maintained by the school administration staff. A printed updated copy of this record is provided to the preschool regularly to reflect the status of children currently enrolled. This register must be:
* referred to in the case of an outbreak of a vaccine preventable disease
* produced on request for inspection by
* a government health official
* the regulatory authority.
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