

Lismore South Public School Preschool – Ngulliboo Jarjums

Immunisation Procedure

Up to Date Immunisation at Preschool

Developed: July 2021

Next Review: July 2022



NSW Education and Care services regulation/s	NSW Department of Education policy, procedure or guidelines	DoE Preschool Guidelines	School policy or procedure, where applicable
NSW Education and Care Services Regulations Regulation 88 Regulation 162 Regulation S.175	The following department policies and relevant documents can be accessed from the Early Learning section of the department's intranet. <ul style="list-style-type: none"> • NSW Department of Education Immunisation Toolkit • Belonging, Being & Becoming: The Early Years Learning Framework for Australia 	Health and Safety Pages 33	

This procedure outlines our systematic approach to immunisation requirements upon enrolment and during a child's enrolment at Lismore South Public School Preschool – Ngulliboo Jarjums.

Enrolment

- Under the NSW Public Health Act 2010 a preschool cannot enrol a child without an approved (Australian Immunisation Register (AIR) that indicates the child:
 - is fully immunised for their age, or
 - has a medical reason not to be vaccinated, or
 - is on a recognised immunisation catch up schedule.
- A temporary exemption of 12 weeks may apply in only the following circumstances
 - Children evacuated following a declared natural disaster
 - Children, who through exceptional circumstances, are determined to be in need of protection and/or placed in emergency care (e.g. children placed in emergency foster care; parent/guardian of a child needing urgent health care and the child is placed in emergency care)
 - Children subject to a guardian order or in out-of-home care
 - Aboriginal or Torres Strait Islander children.

- Prior to enrolment at Lismore South Public School Preschool – Ngulliboo Jarjums children must be up to date with immunisations and families must provide a current immunisation record (AIR) which can be sourced in the following ways:
 - Using your Medicare online account www.my.gov.au
 - Using the Medicare Express Plus App on a smart device, or
 - Calling the AIR General Enquiries Line on 1800 653 809.

Administration

- It is the responsibility of LSPS Preschool – Ngulliboo Jarjums Administration staff to regularly check the upcoming immunisation dates for families and provide support for families to keep their children up to date with their immunisations.
- Upon enrolment preschool Administration staff use the Immunisation Register to record a child's age, date of birth, date for reminder and notification of reminder and updated AIR received. This record is used to track students who will turn four throughout the preschool year. This documentation is located in TEAMS.
- Administration staff will set reminders in the Sentral Preschool Calendar noting dates for sending out immunisation reminder letters to families of children turning four.

Maintaining Immunisation

- It is every family's responsibility to have their child immunised up to date prior to enrolment and to maintain and update their child's immunisation in a timely manner should they turn four during the school year.
- Families will be reminded about immunisation requirements two weeks prior to their child turning four and are expected to have their child immunised at their earliest convenience.
- The family is required to provide the preschool with an updated AIR as soon as possible to ensure records are current and inline with Department requirements.

Lapsed Immunisation

- In the event where a child's immunisation should lapse, families will be contacted by phone or in person to discuss the child's lapsed immunisation. Families will be informally reminded. Where needed, an additional written reminder will be sent to families again and noted on the Sentral preschool calendar.
- Should formal means of communication and compliance prove unsuccessful a meeting with Preschool educators and families will be scheduled. Further support from a school counsellor can be made available if required.
- Preschool programs will be designed to enhance children's knowledge and understanding of needles and immunisation through play, reading books and discussion to demonstrate unity and build resilience amongst preschool peers. This may be achieved through a hospital or doctors play experience.