



Immunisation Policy

Rationale/Purpose

- To meet ECE Regulations
- Ministry of Health Regulations
- To protect the well-being of the children and adults in the centre

Statement/Objective:

- The Centre will not exclude children on the roll who have not been immunised.

Broad Guidelines:

- Upon request the centre can supply the Ministry of Health with an up to date immunisation list of children attending the centre. The centre will keep an immunisation register.
- The immunisation register will cover Hepatitis B, Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps and Rubella.
- Parents/Caregivers will be asked to complete the immunisation section of the enrolment form before their child starts attending the centre.
- When children are enrolled at the centre, staff must ask parents/caregivers to show the immunisation certificate. Staff will photocopy and record information from the certificate on to the immunisation register, which is part of the APT Childcare computer software. It is to be recorded if no certificate is shown.
- Parents/Caregivers are requested to keep the immunisation data updated.
- In conjunction with parents, staff at the centre will keep the information updated and confidential. However the Ministry of Health is able to view all information on the register and may use the register to identify children who are not immunised.
- The Ministry of Education Office and ERO also has the right to view this information as part of the licensing and audit of early childhood centres.

Lines of Responsibility:

Licensee, Principal teacher and staff

Links to Other Documentation:

Legislative Requirement – Immunisation Reg 1995

Te Whaariki – St.1 G.1; St.2 G.1

DOP's 10A; 10E; 4C; 5A

Regulation 28

Date: May 2010

Signed:

Review Date: June 2011

Responsibility for Review: Principal Teacher