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# Immunisation Enrolment Toolkit

For Early Childhood Education  
and Care Services





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# Definitions

A list of definitions is included below to help early childhood services understand key terms used in this toolkit.

## AIR Immunisation History Form

A form completed by an immunisation provider when the Australian Immunisation Register (AIR) does not have the complete immunisation history for a child, including when immunisations have been given overseas and when the immunisation provider will commence the child on a catch-up schedule for any overdue immunisations.

## AIR Immunisation History Statement

A statement from the Australian Immunisation Register (AIR) produced for each child that records their immunisation status (up to date, fully immunised or overdue), all immunisations received, any immunisations due or overdue, whether the child has received all vaccines required by 5 years of age, and if a valid medical exemption is recorded.

## Approved immunisation form

The only forms that can be accepted by early childhood services as proof of a child's immunisation status as part of the enrolment process under the *Public Health Act 2010*, being the AIR Immunisation History Statement or the AIR Immunisation History Form (see above).

## Approved provider

A person/entity who has been approved by the NSW Department of Education to own and/or operate an early childhood education and care service (also known as a Director of an early childhood service).

## Australian Immunisation Register (AIR)

A national register that records immunisations given to people of all ages in Australia. Immunisation providers (see definition on this page) can send immunisation information to the AIR.

## Early childhood education and care services

*(Also known as 'early childhood service' or 'childcare')*  
Any service providing education and care to children on a regular basis as defined under the *Children (Education and Care Services National Law Application) Act 2010*, including long day care services, family day care services, occasional care and preschools. Services that are not included are listed in the Education and Care Services National Regulations (Chapter 1, Regulation 5 at [www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap1/reg.5](http://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap1/reg.5)).

## Enrolment

The process of accepting and booking a guaranteed place for a child in a specific early childhood service for the first time involving completion of an enrolment form, provision of other documentation (i.e. birth certificate, proof of address, AIR Immunisation History Statement) and often payment of a deposit. *Note: making a request for care, or placing a child on a waitlist, is not enrolment. Also, enrolment does not include the process of committing an enrolled child to continued attendance in subsequent years at the same early childhood service (sometimes known as 're-enrolment').*

## Immunisation

The term used to describe the process of both getting a vaccine and becoming immune to the disease as a result.

## Immunisation provider

A provider who can give immunisations and record them on the Australian Immunisation Register (AIR), including general practitioners (GPs), local councils, Aboriginal Medical Services (AMSs) and community health.

## Immunisation register

A register maintained by an early childhood service that records the current immunisation status of all enrolled children as required under the *Public Health Act 2010*.

## Public health unit (PHU)

NSW Health staff that are responsible for identifying, preventing and minimising public health risks to the community, including working with early childhood services to manage disease outbreaks. PHUs can be contacted on 1300 066 055.

# 1. Introduction

This toolkit has been developed to support approved providers (or their delegates) of early childhood education and care services (referred to as 'early childhood services') to comply with their legal responsibilities under the *NSW Public Health Act 2010*, including:

- not enrolling a child unless the parent/guardian has provided an approved immunisation form that shows that the child is fully immunised for their age; or has a medical reason not to be immunised; or is on a recognised catch-up schedule
- maintaining an immunisation register that records the up to date immunisation status of all enrolled children after each of their immunisation milestones
- retaining immunisation records for 3 years from the date on which each enrolled child ceases to attend the service, and providing a copy of a child's immunisation documentation to another service in the event that the child transfers to that service (upon request)
- notifying your local public health unit if an enrolled child has a vaccine preventable disease.

More information about these legal responsibilities is available on the NSW Health website at: [www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation).

## 1.1 Immunisation

Immunisation programs in NSW have been extremely effective in reducing the risk of vaccine preventable diseases. All children are able to access free vaccines under the National Immunisation Program at 6 weeks, 4 months, 6 months, 12 months, 18 months and 4 years of age to provide them with the earliest protection against 13 vaccine preventable diseases. While around 90% of children at 1 and 2 years of age in NSW are fully immunised, at least 95% coverage is needed for effective disease control.

## 1.2 Changes to the NSW Public Health Act 2010

In an effort to improve childhood immunisation rates, the NSW Parliament passed the Public Health Amendment (Review) Bill 2017 that amended the *Public Health Act 2010* to strengthen immunisation enrolment requirements in early childhood services. The table below lists the responsibilities on early childhood services under the *Public Health Act 2010* from 1 January 2018 with the new requirements marked in **red text**:

| When?  | What?  | More Info? |
|--|--|------------|
| At enrolment                                     | <p>Approved providers cannot enrol a child unless the parent/guardian has provided an approved immunisation form that shows that the child:</p> <ul style="list-style-type: none"><li>• is fully immunised for their age, or;</li><li>• has a medical reason not to be vaccinated, or;</li><li>• is on a recognised catch-up schedule if the child has fallen behind with their immunisations.</li></ul> <p><b>From 1 January 2018:</b></p> <ul style="list-style-type: none"><li>• <b>it is an offence to enrol children who are unimmunised due to their parent's conscientious objection</b></li><li>• <b>the 12-week temporary exemption for children evacuated during a state of emergency and those in emergency out of home care is extended to all children in out of home care and Aboriginal and Torres Strait Islander children</b></li><li>• <b>it is an offence for a person to forge or falsify an approved immunisation form (which is provided to an early childhood service to enable the enrolment of a child)</b></li></ul> | Page 6-9   |
|  | Record the child's immunisation status on the immunisation register at enrolment.  | Page 11    |
| At each enrolled child's immunisation milestones | Check that an updated approved immunisation form has been provided for each child after each immunisation milestone (6 weeks, 4 months, 6 months, 12 months, 18 months and 4 years of age, as appropriate) and record the details on the immunisation register   | Page 11    |

| When?   | What?   | More Info? |
|---|---|------------|
| If a child transfers to another service   | Provide a copy of the child's approved immunisation form to the parent/guardian or to the new early childhood service, upon request   | Page 11    |
| If the service is being assessed by an officer from the Department of Education             | Provide the officer from the Department of Education with access to the service's up to date immunisation register and approved immunisation forms to demonstrate compliance with the immunisation enrolment requirements under the <i>Public Health Act 2010</i> | Page 11    |
| If an enrolled child has a vaccine preventable disease                                      | Contact your local public health unit (PHU) on <b>1300 066 055</b> and follow their directions relating to the provision of information to parents and/or the exclusion of children   | Page 13    |
| If an enrolled child has come into contact with a person with a vaccine preventable disease | <b>A PHU may request that an early childhood service exclude an unimmunised child if it is believed that the child has come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at that early childhood service</b>   | Page 13    |

### 1.3 Exemptions to the immunisation enrolment requirements

The immunisation enrolment and record keeping requirements apply to all children and all early childhood services (including traditional child care services and pre-schools) **except** where described below:

|                   | Permanent Exemptions<br>(The following are permanently exempted)   | Temporary Exemptions<br>(The following circumstances will result in a <b>12 week</b> period from the date of enrolment for parents/ guardians to provide the required documentation)   |
|-------------------|--|--|
| Class of children | Children who have commenced formal schooling, for example those attending before and after school care.  | <ul style="list-style-type: none"> <li>Children evacuated following a declared natural disaster</li> <li>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)</li> <li>Children subject to a guardian order or in out-of-home care</li> <li>Aboriginal or Torres Strait Islander children</li> </ul> |
| Type of service   | Services providing education and care to children primarily on an ad hoc, temporary or casual basis (for example crèches in shopping centres and gyms). Note: this does not include the type of service commonly referred to as 'occasional care'. | N/A  |

## 2. Australian Immunisation Register

The Australian Immunisation Register (AIR) is a national register that records details of immunisations given to people of all ages in Australia.

### 2.1 AIR Immunisation History Statement

The AIR provides an Immunisation History Statement to parents/guardians which is used to help keep track of their child's immunisations and as proof of immunisation for enrolment in early childhood services.

Parents/guardians can access updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at [www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps](http://www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps)
- calling the AIR General Enquiries Line on 1800 653 809 (mailed statement may take more than a week to arrive)

### 2.2 AIR Immunisation Documentation Requirements

To enrol in an early childhood service, **parents/guardians must provide a copy of one of the following immunisation forms:**

- a current **AIR Immunisation History Statement** showing that a child is 'up to date' with their immunisations, including where a child has an approved medical contraindication or natural immunity to one or more vaccines, OR
- an **AIR Immunisation History Form** for a child who does not have a complete immunisation history on the AIR and may be on a recognised catch-up schedule, which has been certified by an immunisation provider.

Other records must **not** be accepted, such as an AIR Immunisation History Statement showing that a child is not up to date, an AIR Immunisation Medical Exemption Form, an Interim NSW Vaccination Objection Form (after 1 January 2018), the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record.

### 2.3 Overseas records

Overseas immunisation records must not be accepted directly from the parent/guardian. Advise the parent/guardian to take their child's immunisation records to an approved immunisation provider to record on the AIR using the AIR Immunisation History Form (see page 9). Overseas records must be translated into English before they can be recorded on the AIR.

When the child's AIR record has been updated with their overseas immunisations, the parent/guardian can access their child's updated AIR Immunisation History Statement (see 2.1 above).

### 2.4 Temporary Resident Visas and Refugees

Children who have temporary resident or refugee status are required to attend a GP/nurse to have their immunisation status assessed and an AIR Immunisation History Form completed. A copy of this form must be presented to the early childhood service where they are to be enrolled.



# 3. Examples of Approved Immunisation Forms

## AIR Immunisation History Statement

The AIR Immunisation History Statement is mailed to parents/guardians after their child has completed their immunisations at 4 years of age. Children enrolling in early childhood services may be too young to have received all of their childhood immunisations. AIR Immunisation History Statements for children who are up to date will have the words "up to date" recorded on the top left hand side of the statement. The next immunisations and their due date will be recorded in the bottom section of the statement.

The only approved immunisation forms that can be accepted are listed at scenarios 1-4.

### Scenario 1 – AIR Immunisation History Statement – up to date

  
**Australian Government**  
 Department of Human Services  


**Immunisation history statement**

**As at:** 13 November 2017  
**For:** BERNARD O LONG  
**Date of birth:** 16 January 2016  
**Immunisation status:** up to date ←

| Schedule  | Date given  | Immunisation  | Brand name given                        |
|-----------|-------------|---|---|
| 2 months  | 16 Mar 2016 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal<br>Rotavirus | Infanrix Hexa<br>Prevenar 13<br>Rotarix |
| 4 months  | 16 May 2016 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal<br>Rotavirus | Infanrix Hexa<br>Prevenar 13<br>Rotarix |
| 6 months  | 16 Jul 2016 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal              | Infanrix Hexa<br>Prevenar 13            |
| 12 months | 16 Jan 2017 | Measles Mumps Rubella<br>Hib Meningococcal C                                    | MMR II<br>Menitorix                     |
| 18 months | 16 Jul 2017 | Diphtheria Tetanus Pertussis<br>Measles Mumps Rubella Varicella                 | Infanrix<br>Priorix-Tetra               |

| Next immunisation/s due      | Date Due      |
|------------------------------|---------------|
| Diphtheria Tetanus Pertussis | 16 Jan 2020 ← |
| Polio                        | 16 Jan 2020   |
| Notice/s                     |               |

Child is up to date. Only Statements that state 'Up to date' can be accepted for enrolment


The child's next due immunisations are listed here

**ACTION: Select 'Up to Date – AIR Immunisation History Statement' in your immunisation register drop-down list**



## Scenario 2 – AIR Immunisation History Statement – fully immunised child (4 years and older)

Children who have received all of their scheduled immunisations by 4 years of age will receive an up to date AIR Immunisation History Statement showing that the child does not require any further immunisations before starting primary school.

  
**Australian Government**  
 Department of Human Services  


### Immunisation history statement

**As at:** 24 May 2017  
**For:** POM CHEU AJAY  
**Date of birth:** 10 March 2013  
**Immunisation status:** up to date

| Schedule  | Date given  | Immunisation  | Brand name given                        |
|-----------|-------------|---|---|
| 2 months  | 10 May 2013 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal<br>Rotavirus | Infanrix Hexa<br>Prevenar 13<br>Rotarix |
| 4 months  | 10 Aug 2013 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal<br>Rotavirus | Infanrix Hexa<br>Prevenar 13<br>Rotarix |
| 6 months  | 10 Nov 2013 | Diphtheria Tetanus Pertussis Hib Hepatitis B Polio<br>Pneumococcal<br>Rotavirus | Infanrix Hexa<br>Prevenar 13<br>Rotarix |
| 12 months | 10 Mar 2014 | Measles Mumps Rubella<br>Hib Meningococcal C                                    | MMR II<br>Menitorix                     |
| 18 months | 10 Nov 2014 | Measles Mumps Rubella Varicella   | Priorix-Tetra                           |
| 4 years   | 03 Mar 2017 | Diphtheria Tetanus Pertussis Polio  | Quadracel                               |

| Next immunisation/s due | Date Due |
|-------------------------|----------|
| No vaccines due.        |          |

**Notice/s**

This child has received all vaccines required by 5 years of age.



Child is up to date. Only Statements that state 'Up to date' can be accepted for enrolment

This child is fully immunised.

**ACTION:** Select 'Up to Date – AIR Immunisation History Statement' in your immunisation register drop-down list

### Scenario 3 – AIR Immunisation History Statement – Medical contraindications or natural immunity

Parents/guardians of children who have a medical condition that prevents them from being immunised, or who have natural immunity to a vaccine preventable disease, should attend their GP/nurse to have an AIR Immunisation Medical Exemption Form completed, signed and sent to the AIR. Parents/guardians should then access an updated AIR Immunisation History Statement that records the medical contraindication/natural immunity and provide it to the early childhood service for enrolment.

  
**Australian Government**  
 Department of Human Services  


#### Immunisation history statement

**As at:** 18 May 2017  
**For:** JENNIFER J ROBERTSON  
**Date of birth:** 25 July 2012  
**Immunisation status:** up to date

| Schedule  | Date given  | Immunisation                 | Brand name given |
|-----------|-------------|------------------------------|------------------|
| 2 months  | 25 Sep 2012 | Diphtheria Tetanus Pertussis | DTP              |
|           |             | Polio                        | Poliomyelitis    |
| 4 months  | 25 Oct 2012 | Diphtheria Tetanus Pertussis | DTP              |
|           |             | Polio                        | Poliomyelitis    |
| 6 months  | 25 Nov 2012 | Diphtheria Tetanus Pertussis | DTP              |
|           |             | Polio                        | Poliomyelitis    |
| 12 months | 14 Jul 2016 | Measles Mumps Rubella        | MMR II           |
|           |             | Hib Meningococcal C          | Menitorix        |
| 18 months | 02 Mar 2017 | Measles Mumps Rubella        | MMR II           |
| 4 years   | 02 Mar 2017 | Polio                        | IPOL             |
|           |             | Diphtheria Tetanus Pertussis | Infanrix         |
| Other     | 10 May 2016 | Influenza                    | Fluarix Tetra    |
|           | 01 Nov 2016 | Influenza                    | Fluarix          |
|           | 08 May 2017 | Influenza                    | Fluarix Tetra    |

| Next immunisation/s due  | Date Due |
|--|----------|
| No vaccines due.   |          |
| Notice/s   |          |
| Medical contraindication to Hepatitis B recorded on 01 Sep 2016. |          |
| Natural immunity to Varicella recorded on 01 Jan 2016.           |          |

Child is up to date.

Medical contraindication and/or natural immunity to one or more vaccines will be listed here (mailed version of the AIR Immunisation History Schedule is shown)

**ACTION: Select 'Medical Exemption - AIR Immunisation History Statement' from the drop-down list in your Immunisation Register**

## Scenario 4 – AIR Immunisation History Form – Catch-up Schedule

The AIR Australian Immunisation History Form is completed by a GP/nurse when the AIR does not have a record of immunisations given by another immunisation provider (i.e. for vaccines given overseas), and/or the GP/nurse has organised to commence the child on a catch-up schedule for any overdue vaccines. As catch-up schedules are not reflected on AIR Immunisation History Statements, an AIR Immunisation History Form must be signed and dated by a GP/nurse who must forward it to the AIR and provide a copy to the parent/guardian for enrolment.

**Australian Immunisation Register immunisation history form** CLAIM ID

**Part A – individual's details**

Medicare number [ ] - [ ] - [ ] Ref no. [ ] Date of birth [ ] / [ ] / [ ] Male  Female

Family name [ ] First given name [ ] Initial [ ]

Address [ ] Postcode [ ]

**Part B – Immunisation details – Only immunisations that are not already recorded on the AIR need to be included on this form.**

| Recommended age                       | Vaccines given (Please mark with an X)  |                                       |  |                                       |                                  | Date of immunisation | If given overseas        |                          |
|---------------------------------------|---|---------------------------------------|--|---------------------------------------|----------------------------------|----------------------|--------------------------|--------------------------|
| Birth                                 | Engerix-B <input type="checkbox"/>  | HBVax II <input type="checkbox"/>     |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Infanrix <input type="checkbox"/>   | InfanrixHepB <input type="checkbox"/> | Infanrix Hexa <input type="checkbox"/> | Infanrix IPV <input type="checkbox"/> | Hexaxim <input type="checkbox"/> | / /                  | <input type="checkbox"/> |                          |
| 2 months                              | I POL <input type="checkbox"/>  | Oral Polio <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Comvax <input type="checkbox"/>   | PedvaxHIB <input type="checkbox"/>    |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Prevenar 13 <input type="checkbox"/>  | Prevenar 7 <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Rotarix <input type="checkbox"/>  | RotaTeq <input type="checkbox"/>      |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
| 4 months                              | Other (please specify)  |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Infanrix <input type="checkbox"/>   | InfanrixHepB <input type="checkbox"/> | Infanrix Hexa <input type="checkbox"/> | Infanrix IPV <input type="checkbox"/> | Hexaxim <input type="checkbox"/> | / /                  | <input type="checkbox"/> |                          |
|                                       | I POL <input type="checkbox"/>  | Oral Polio <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Comvax <input type="checkbox"/>   | PedvaxHIB <input type="checkbox"/>    |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
| 6 months                              | Prevenar 13 <input type="checkbox"/>  | Prevenar 7 <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Rotarix <input type="checkbox"/>  | RotaTeq <input type="checkbox"/>      |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Other (please specify)  |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Infanrix <input type="checkbox"/>   | InfanrixHepB <input type="checkbox"/> | Infanrix Hexa <input type="checkbox"/> | Infanrix IPV <input type="checkbox"/> | Hexaxim <input type="checkbox"/> | / /                  | <input type="checkbox"/> |                          |
| 12 months                             | I POL <input type="checkbox"/>  | Oral Polio <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Comvax <input type="checkbox"/>   | Hiberix <input type="checkbox"/>      | PedvaxHIB <input type="checkbox"/>     |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Meningitec <input type="checkbox"/>   | NeisVac-C <input type="checkbox"/>    | Menjugate <input type="checkbox"/>     | Menitorix <input type="checkbox"/>    |                                  |                      | / /                      | <input type="checkbox"/> |
|                                       | Other (please specify)  |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
| 18 months                             | Varilrix <input type="checkbox"/>   | Varivax <input type="checkbox"/>      |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Priorix-Tetra <input type="checkbox"/>  | ProQuad <input type="checkbox"/>      |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Tripacel <input type="checkbox"/>   | Infanrix <input type="checkbox"/>     |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
| 4 years                               | Other (please specify)  |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | Infanrix <input type="checkbox"/>   | Infanrix IPV <input type="checkbox"/> | Quadacel <input type="checkbox"/>      | Tripacel <input type="checkbox"/>     |                                  |                      | / /                      | <input type="checkbox"/> |
|                                       | I POL <input type="checkbox"/>  | Oral Polio <input type="checkbox"/>   |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | M-M-R II <input type="checkbox"/>   | Priorix <input type="checkbox"/>      |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
| Planned catch up for overdue vaccines | If you have organised to commence the individual on a catch up schedule for any overdue vaccines you were unable to administer today, tick this box. Please follow up with the family to ensure they return for the planned vaccination as only one catch up schedule can ever be recorded per child. This section may be used to support testing of natural immunity or when ordering in additional required vaccines. You should not tick the box if: |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |
|                                       | <ul style="list-style-type: none"> <li>you have vaccinated the individual and they are no longer overdue for any vaccines, or</li> <li>you feel the parent/guardian does not intend to vaccinate their child</li> </ul>   |                                       |  |                                       |                                  | / /                  | <input type="checkbox"/> |                          |

**Part C – Vaccination provider's details and declaration**

Note: A recognised vaccination provider must complete and sign this section (e.g. GP, Council, etc.).

Medicare provider/ AIR registration number [ ] Provider name [ ]

I certify that the information provided on this form is true and correct and that I have obtained proof of the vaccination(s) given. Giving false or misleading information is a serious offence.

Provider's signature [ ] Date [ ] / [ ] / [ ]

IM013.1609 1 of 1

Reset form Print form

Immunisation providers complete Part B (birth to 4 years of age) to record vaccines that have previously been given but are not recorded on the AIR (i.e. vaccines given overseas), and/or to record vaccines given by the immunisation provider on the day (i.e. catch-up vaccination)

Immunisation providers mark this box to document that they have commenced the child on a catch-up schedule for vaccines not given on the day

Check that all parts have been completed. In Part C the GP/nurse must provide their Medicare provider/AIR registration number, full name, date and signature.

**ACTION:** Select 'Catch-up Schedule – AIR Immunisation History' from the drop-down list in your immunisation register

## 4. Scenarios

The vast majority of children in NSW are up to date with their immunisations (including where they have a medical contraindication or natural immunity), however a small number are not up to date or are on a recognised catch-up schedule. All parents must provide early childhood services with an approved immunisation form for their child to be enrolled (see Section 3). The scenarios below have been developed to help early childhood services understand what to do when parents present with various documents or no documentation.

| Is this your situation?  | This is what you should do  |
|--|---|
| Parent/guardian does not provide the appropriate immunisation documentation (as outlined in Section 3)   | <b>Do not enrol this child until an approved immunisation form is provided.</b><br>Advise the parent/guardian that from 1 January 2018 under the <i>NSW Public Health Act 2010</i> , their child cannot be enrolled until an approved immunisation form is provided.  |
| Parent/guardian provides an AIR Immunisation History Statement which states that the child is 'not up to date'.<br><b>Note: This child DOES NOT have a medical condition that prevents them from being immunised</b> | <b>Do not enrol this child until an approved immunisation form is provided.</b><br>Advise the parent/guardian to take their child to their GP/nurse to arrange catch-up vaccination for their child and request that an AIR Immunisation History Form is completed. The form must be forwarded to the AIR by the GP and a copy given to the parent/guardian to provide to your service for enrolment. An AIR Immunisation History Statement will be mailed to the parent, which should be copied and provided to your service after the child has been vaccinated.  |
| Parent/guardian advises they cannot provide an AIR Immunisation History Statement as their child has a medical contraindication to some or ALL immunisations.  | <b>Do not enrol this child until the parent/guardian provides a copy of the AIR Immunisation History Statement that records that the child is 'Up to date' and has any medical contraindications recorded.</b><br>Advise the parent/guardian to take their child to their GP/nurse to arrange for an AIR Immunisation Medical Exemption Form to be completed and submitted to the AIR. The form must indicate exemptions or immunity for some or all diseases. The parent/guardian must then provide a copy of the updated AIR Immunisation History Statement that records the medical contraindications. |
| Parent/guardian advises that their child was immunised overseas and they do not have an AIR Immunisation History Statement   | <b>Do not enrol this child until an approved immunisation form is provided.</b><br>Advise the parent/guardian to take their child to their GP/nurse and request that their immunisation history is reviewed and an AIR Immunisation History Form is completed to update the child's records on the AIR or record that a catch-up schedule has been organised. This form must be submitted to the AIR by the GP/nurse and a copy given to the parent/guardian to provide to your service.  |
| Parent/guardian advises they are unable to provide an AIR Immunisation History Statement as they have a conscientious objection to vaccination.  | <b>Do not enrol this child</b><br>From 1 January 2018, conscientious objection to vaccination is not an approved exemption.   |
| Parent/guardian advises that they have lost their child's AIR Immunisation History Statement.  | <b>Do not enrol this child until an approved immunisation form is provided</b><br>Advise the parent to contact the AIR and request a statement (see page 5).  |
| After enrolment, parent/guardian fails to provide an updated AIR Immunisation History Statement after the child's next milestone OR more than 12 weeks after a child with a temporary exemption has been enrolled    | <b>Continue enrolment of the child</b><br>Make all reasonable attempts to follow up with the parent/guardian to receive an updated AIR Immunisation History Statement that reflects the child's current immunisation status.  |

# 5. Immunisation record keeping

## 5.1 What records must be kept?

Under the *NSW Public Health Act 2010*, early childhood services must maintain an immunisation register that records the immunisation status and forms held for all enrolled children. This information is used by the PHU to manage outbreaks of vaccine preventable diseases.

## 5.2 What is the NSW Health early childhood immunisation register?

The NSW Health early childhood immunisation register is a template provided by NSW Health to record the up to date immunisation status of children at enrolment and after each immunisation milestone as required under the *Public Health Act 2010*. An electronic version of the template in MS Excel format is available for download on the NSW Health website ([www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)) and a screenshot is included in this toolkit to demonstrate how the immunisation status of each enrolled child should be recorded (see page 12). The register contains drop-down options for each immunisation milestone which will assist early childhood services to ensure that they only enrol children with the appropriate documentation and it will also facilitate regular follow-up of all enrolled children to make sure that up to date documentation is held for each child.

Early childhood services should ensure that their immunisation register is consistent with the NSW Health early childhood immunisation register and can be used to rapidly identify the up to date immunisation status of all enrolled children at any time in the event of an outbreak of a vaccine preventable disease at their service.

## 5.3 How long must these records be kept?

The immunisation register and immunisation forms must be stored in a secure location and retained for a period of **three years** from the date on which each enrolled child ceases to attend the service, and be produced for inspection by the PHU Officer as requested i.e. during an outbreak of a vaccine preventable disease.

## 5.4 What if a child transfers to another service?

Should a child transfer to another service, a copy of the child's immunisation documentation must, if requested, be provided to:

- the parent/guardian for enrolment at the new early childhood service, or
- the new early childhood service where the child is due to enrol

## 5.4 How are the immunisation enrolment and record keeping requirements enforced?

The Department of Education has primary responsibility for regulating the early childhood sector and is assisting NSW Health to ensure these requirements are being met. Officers of the Department of Education will be checking as part of routine compliance activities that services are:

- only enrolling children who are fully immunised for their age, have a medical reason not to be immunised, or are on a recognised catch-up schedule following receipt of approved forms, and
- maintaining an immunisation register that records the up to date immunisation status of all enrolled children.

## 5.5 What about privacy?

Privacy regarding the immunisation status of all enrolled children must be maintained at all times. Should a parent/guardian enquire about the immunisation status of another enrolled child(ren), this information must not be provided. The immunisation status of enrolled children should only be provided to PHU staff upon request, for example, during an outbreak of a vaccine preventable disease.

Officers of the Department of Education are authorised to inspect the immunisation register.

# 6. Immunisation Register Template

## Early Childhood Education and Care Service Immunisation Register - Currently Enrolled Children

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

Year 20 \_\_\_\_\_

| Date of Enrolment       | Child's name     | Date of Birth   | ENROLMENT                            |  | IMMUNISATION SCHEDULE               |  |  |  |  |  |  |  | Next Immunisation Due  | Comments  |  |
|-------------------------|------------------|---|--------------------------------------|--|-------------------------------------|--|--|--|--|--|--|--|--|---|--|
|                         |                  |   | Age (months) at enrolment            | Evidence provided AT ENROLMENT   | Age (months) at which to show below | 1.5 months (6 weeks)   | 4 months   | 6 months   | 12 months  | 18 months  | 48 months (4 years)  |  |  |   |  |
| Enter date of enrolment | Enter name       | Age (months) calculates automatically when date of enrolment and date of birth is entered | click cells below for drop down menu | Up to date - AIR Immunisation History Statement                                  | 12/12/2017                          | click cells below for drop down menu   | click cells below for drop down menu   | Up to date - AIR Immunisation History Statement                                  | click cells below for drop down menu   | Up to date - AIR Immunisation History Statement                                  | click cells below for drop down menu   | click cells below for drop down menu   | click cells below for drop down menu   | Enter age at which next immunisation milestone is due | Enter any relevant comments                              |
| 03/02/2017              | Sue Smith        | 25/06/2016  | 7.3                                  | Up to date - AIR Immunisation History Statement                                  | 17.6                                | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | Up to date - AIR Immunisation History Statement                                  | 18 months   | Follow up when 18 months of age                          |
| 07/12/2016              | Dennis Aguilar   | 19/04/2015  | 19.6                                 | Catch up schedule - AIR Immunisation History Form                                | 31.9                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | Catch up schedule - AIR Immunisation History Form                                | 48 months   | Follow up when 48 months of age                          |
| 01/11/2015              | Hassan El Massri | 23/01/2015  | 9.3                                  | Medical Exemption - AIR Immunisation History Statement                           | 34.7                                | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | Medical Exemption - AIR Immunisation History Statement                           | 48 months   | Follow up when 48 months of age                          |
| 27/11/2017              | Su Wellington    | 15/12/2016  | 11.4                                 | Temporary exemption (valid for 12 weeks from date of enrolment)                  | 12.0                                | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | Temporary exemption (valid for 12 weeks from date of enrolment)                  | 12 months   | Follow up on 27 February 2018 (3 months after enrolment) |
| 15/04/2017              | Sonya Gilmour    | 08/09/2016  | 7.2                                  | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | 15.2                                | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) | NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018) |   | No need for further follow up                            |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |
|                         |                  |   |                                      |  |                                     |  |  |  |  |  |  |  |  |   |  |

Example sheet

**Evidence Drop-down options**

- Up to date - AIR Immunisation History Statement
- Medical Exemption - AIR Immunisation History Statement
- Catch up schedule - AIR Immunisation History Form
- Temporary exemption (valid for 12 weeks from date of enrolment)
- NSW Interim vaccination objection form (ONLY if submitted before 1 January 2018)

- Please note:
- "Age (months) at enrolment" contains a password protected formula.
  - "Age (months) at today's date" contains a password protected formula.
  - "Today's date" is in the yellow highlighted cell and contains a password protected formula
  - "Evidence provided at enrolment" and "1.5 months - 48 months" contain drop down menus.
  - All other columns can be edited

# 7. Vaccine preventable diseases, including staff vaccination

The National Health and Medical Research Council's (NHMRC) *Staying Healthy – Preventing infectious diseases in early childhood education and care services (5th edition, updated June 2013)* is a best practice tool that provides information for educators to help limit the spread of illness and infectious diseases in their services.

In addition to children being fully up to date with their immunisations, it is recommended that early childhood services have a comprehensive staff vaccination program in place as a work health and safety measure and to help manage the risk of diseases transmission in their service. In particular, it is recommended that educators at early childhood services are protected against influenza, measles, mumps, rubella, diphtheria, tetanus, whooping cough, varicella and hepatitis A.

***Staying Healthy – Preventing infectious diseases in early childhood education and care services (5th edition, updated June 2013)* is available along with additional resources (wall posters and brochures) at: [www.nhmrc.gov.au/guidelines/publications/ch55](http://www.nhmrc.gov.au/guidelines/publications/ch55).**

Notifiable vaccine preventable diseases under the *Public Health Act 2010*:

| Disease                             | Description   |
|-------------------------------------|---|
| Diphtheria                          | Bacterial disease spread by respiratory droplets – causes severe throat and breathing difficulties, nerve paralysis and heart failure   |
| Tetanus                             | Caused by toxin of bacteria in soil – causes painful muscle spasms, convulsions and lockjaw   |
| Pertussis (whooping cough)          | Bacterial disease spread by respiratory droplets – causes 'whooping cough' with prolonged cough lasting up to 3 months  |
| Haemophilus Influenzae type b (Hib) | Bacterial disease spread by respiratory droplets – causes meningitis (infection of tissues around brain), epiglottitis (blockage of airway), septicaemia (blood infection) and septic arthritis (joint infection) |
| Polio                               | Virus spread in faeces and saliva – causes fever, headache and vomiting and may progress to paralysis   |
| Measles                             | Highly infectious virus spread by respiratory droplets – causes fever, cough and rash   |
| Mumps                               | Virus spread by saliva – causes swollen neck and salivary glands and fever  |
| Rubella                             | Virus spread by respiratory droplets – causes fever, rash and swollen glands but can cause severe birth defects in babies of infected pregnant women  |
| Meningococcal C                     | Bacteria spread by respiratory droplets – causes septicaemia (blood infection) and meningitis (infection of tissues around brain)   |

**Approved providers are required to notify vaccine preventable diseases to their local public health unit (PHU) on 1300 066 055**

## 8. NSW Immunisation Schedule

The NSW Immunisation Schedule lists all the funded vaccines and the ages they are recommended to be given under the National Immunisation Program. A screenshot of the NSW Immunisation Schedule that relates to children (up to 4 years of age) is included below and the current version is available on the NSW Health website at [www.health.nsw.gov.au/immunisation/Publications/nsw-immunisation-schedule.pdf](http://www.health.nsw.gov.au/immunisation/Publications/nsw-immunisation-schedule.pdf).

Early childhood services should routinely review their early childhood immunisation register (see page 11) and follow up with the parents/guardians of children who have not provided an updated immunisation form after each immunisation age milestone.

| AGE                       | DISEASE   | VACCINE   |
|---------------------------|---|---|
| <b>CHILDHOOD VACCINES</b> |   |   |
| <b>Birth</b>              | Hepatitis B   | H-B-VAX II  |
| <b>6 weeks</b>            | Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type B, hepatitis B, polio }<br>Pneumococcal<br>Rotavirus | INFANRIX HEXA<br><br>PREVENAR 13<br>ROTARIX         |
| <b>4 months</b>           | Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type B, hepatitis B, polio }<br>Pneumococcal<br>Rotavirus | INFANRIX HEXA<br><br>PREVENAR 13<br>ROTARIX         |
| <b>6 months</b>           | Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type B, hepatitis B, polio }<br>Pneumococcal              | INFANRIX HEXA<br><br>PREVENAR 13                    |
| <b>12 months</b>          | <i>Haemophilus influenzae</i> type B, meningococcal C<br>Measles, mumps and rubella                                     | MENITORIX<br>MMR II or PRIORIX                      |
| <b>18 months</b>          | Measles, mumps, rubella, varicella<br><br>Diphtheria, tetanus, pertussis  | PRIORIX TETRA<br>or PROQUAD<br>INFANRIX or TRIPACEL |
| <b>4 years</b>            | Diphtheria, tetanus, pertussis, polio   | INFANRIX-IPV  |



# 9. Resources

A number of resources are available in addition to this toolkit to support early childhood services and parents to understand the immunisation enrolment requirements in early childhood services and to answer general questions about immunisation.

## Parent brochure

A parent brochure has been developed to help parents/guardians understand the immunisation enrolment requirements in early childhood services.

10 copies of the parent brochure are included with this toolkit and additional copies can be ordered by sending a request to NSW Health's Better Health Centre at [NSLHD-BHC@health.nsw.gov.au](mailto:NSLHD-BHC@health.nsw.gov.au) (ask for the childcare parent brochure and include a contact name, contact number and delivery address). The brochure has also been translated into 26 community languages.

Link: [www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)

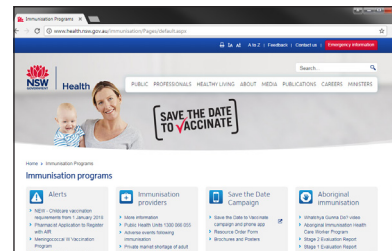


## NSW Health immunisation webpage

The NSW Health Immunisation webpage provides the most up to date information on which immunisations are needed at each milestone.

Detailed Q&As are available in the 'Childhood vaccination' section under 'Child care enrolment'.

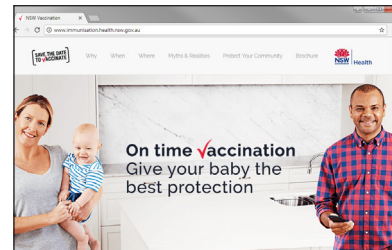
Link: [www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)



## NSW Health 'Save the Date to Vaccinate' website and reminder phone App

The 'Save the Date to Vaccinate' website provides comprehensive immunisation information including videos, a printable personalised immunisation schedule and access to a free reminder phone app.

Link: [www.immunisation.health.nsw.gov.au](http://www.immunisation.health.nsw.gov.au)



## Immunise Australia Program

This website provides information on the Australian Government's National Immunisation Program. It has a 'Parents and Adolescents' page that includes information about what vaccines contain, how they work, what the side effects are and more. The 'Diseases and Programs A-Z' provides information on vaccine preventable diseases and there is also a page on 'Immunisation Related Payments for Parents.'

Link: [www.immunise.health.gov.au/](http://www.immunise.health.gov.au/)



# 10. Template letter

## Parent enrolment letter (from 1 January 2018)

### [Insert name] Early Childhood Education and Care Service

[insert date]

Dear [insert name]

#### Re: Child Care Enrolment 2018

I am contacting you regarding your application to enrol your child at the [insert name] Early Childhood Education and Care Service.

There are a few documents we require from you to process your child's application. These are:

1. A birth certificate
2. Proof of address
3. Under the *NSW Public Health Act 2010*, an approved immunisation form from the Australian Immunisation Register (AIR) must be provided in order to enrol your child as follows:
  - i. An **Immunisation History Statement** showing your child's immunisations are up to date (including if your child has a medical contraindication or natural immunity to some or all vaccines), or;
  - ii. An **Immunisation History Form** where an immunisation provider has certified vaccines given by another immunisation provider (i.e. vaccines given overseas) and/or organised to commence your child on a catch-up schedule for any overdue vaccines

Other immunisation records, such as the **Interim NSW Vaccination Objection Form, Blue Book, a GP letter or an overseas immunisation record are not acceptable.**

AIR Immunisation History Statements are automatically sent to parents/guardians after their child has completed their 4 year old immunisations but parents/guardians can obtain updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at [www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps](http://www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps)
- calling the AIR General Enquiries Line on 1800 653 809

Yours sincerely,

[insert name] Director

**[insert name] Early Childhood Education and Care Service**



