

Immunisation Register Policy

RATIONALE:

To ensure an up to date accurate record of each child's immunisation history is recorded.

PRACTICE:

On enrolment it is required for families to show the Centre Administrator a record of each child's immunisation history, for example, signed Wellchild book or printout from Doctor.

A copy will be taken and attached to the child's enrolment form.

Details will be recorded on APT (computer software).

Around each child's fourth birthday a reminder will be sent home to parents requesting they bring into the centre a copy of their child's updated immunisation details, and updates will be attached to the enrolment form and APT will be updated.

If a child is not immunised they will not be excluded from enrolment at the Centre. If an outbreak occurs the parent will be notified. The centre has the right to ask an unimmunised child to stay at home for the duration of the outbreak.

Approved by:

Centre Director: *Hilary Henderson*

Date: *August 2022*

Service Provider

Contact Person: *Aaron Donaldson*

Date: *August 2022*

Reviewed: August 2022

To be reviewed: August 2024

1 **Is this policy working?**

Up to date 2022

2 **Does it match our practice?**

3 **Is it supported by research?**