

## POLICY AND PROCEDURE

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| Document Name: | Immunisation and Exclusion             |
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| Review Cycle:  | 2 yearly                               |
| Approved By:   | Director                               |
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## IMMUNISATION & EXCLUSION

### 1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care aims to provide a safe and healthy environment for Educators, children and families where the risk of spreading of infectious diseases is minimised.

To ensure that children are cared for in an environment which incorporates procedures that minimise the risk of spreading infectious diseases, Educators will be kept informed of best practice in minimising the risk of spreading infectious diseases and spreading infection to others.

On enrolment, the service will require a complete immunisation history on each child. Where a child is identified as non-immunised Parent/Guardians will be informed at the time of enrolment the exclusion procedures in the event of an outbreak. Parents/Guardians will be required to complete an "Agreement to withdraw a non-immunised child" form.

CELC aims to minimise the risk of spreading infectious diseases by encouraging Educators at occupational risk to obtain vaccinations as identified by the National Health and Medical Research Council in the most recent edition of Australian Immunization Handbook. In addition to this, the Nominated Supervisor will provide up to date information on both vaccine preventable and non-vaccine preventable diseases and safe work practices which will minimize the risk of spreading infection.

### 2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services within the Diocese of Cairns.

### 3. PROCEDURE

#### **Immunisation of Educators:**

All non-immune Educators are encouraged to be vaccinated against:

- Hepatitis A and B
- MMR (Measles, Mumps and Rubella)
- Varicella (Chicken Pox)
- Pertussis (Whooping Cough)
- The Educators will be responsible for the costs associated with all vaccinations.
- During outbreaks of measles and whooping cough non-immune Educators will be excluded from the Centre on leave without pay for the period recommended by the National Health and Medical Research Council (NHMRC).

- Educators with an immune deficiency or receiving chemotherapy will be excluded from the Centre on full pay during outbreaks of measles, whooping cough or chicken pox for the recommended period. Confirmation of the Educators medical condition is required from their General Practitioner or Specialist Physician.
- Educators are required to inform the Nominated Supervisor as soon as possible if they are pregnant and follow recommendations in Staying Healthy 6<sup>th</sup> Edition.
- The Nominated Supervisor will be responsible for providing Fact sheets on the following diseases and making these available at Services for Educators and Parent/Guardians. Factsheets are available from the National Health and Medical Research Council website ([www.nhmrc.gov.au](http://www.nhmrc.gov.au)).

#### **Vaccine Preventable Diseases**

Hepatitis A, B,  
 Measles  
 Mumps  
 Rubella  
 Diphtheria/Tetanus/Pertussis  
 (Whooping Cough)  
 Varicella (Chicken Pox)  
 Tuberculosis

#### **Non-Vaccine Preventable Diseases**

Cytomegalovirus (CMV)  
 Human Immunodeficiency Virus  
 (HIV)  
 Parvovirus  
 Hepatitis C, D, & E

- Educators will be kept up to date with information available on minimising the risks of spreading infectious diseases through updates to policy and procedures.
- Good hygiene practices are essential in minimising the risk of spreading infection. Educators must take responsibility for following all hygiene policies and procedures outlined in the service operations manual and the Commonwealth Government publication, Staying Healthy 6<sup>th</sup> Edition.
- Nominated Supervisors are encouraged to engage professional cleaners as required, and as especially after periods when there have been notifications of illness and after events where members of the public visit the service.
- Exclusion Guidelines for infectious diseases are to be applied to both children and Educators. After the exclusion period, Educators are required to provide a medical certificate stating that they are clear to return to work.

#### **Training of Educators:**

- Educators will be made aware of their responsibilities through the Staff Handbook.
- Educators must complete the Educators' Immunisation Information Checklist as a part of the induction process.
- Educators will be provided with the following information as a part of this information kit:
  - Queensland Health Brochure "Recommended Immunisations for Early Childhood Educators and Educators"; downloaded from <http://www.health.qld.gov.au/immunisation/documents/earlychild-imm-poster.pdf>
  - Exclusion Guidelines; [http://www.health.qld.gov.au/immunisation/publications\\_fs/pamphlets.asp](http://www.health.qld.gov.au/immunisation/publications_fs/pamphlets.asp)
  - Infection Control Procedures.
- Educators are also to be informed of the location of a complete Staying Healthy in Child Care handbook and that exclusion guidelines apply to Educators as well as to children.

#### **Immunisation of Children:**

Services request all Parent/Guardians provide a copy of their child's immunisation records on enrolment. If the child is vaccinated, they will ensure that the child has received all the vaccinations recommended for their age group.

The Child Care Subsidy applies to children who are **fully immunised** or have an **approved exemption** from immunisation. Please refer to the [Services Australia](http://www.servicesaustralia.gov.au) website for requirements.

### **Non-Immunised Children:**

Parent/Guardians can also make a formal conscientious objection if they have a personal, philosophical, religious or medical belief that their child should not be immunised. If the child has not been immunised, tell the Parent/Guardians that their child may, depending upon advice from the public health unit, be excluded from care during outbreaks of some infectious diseases (such as measles and whooping cough), even if their child is well.

Your child must meet immunisation requirements to get:

- Child Care Subsidy and Additional Child Care Subsidy
- the full rate of FTB Part A

Parent/Guardians of children who are not immunised must complete the following forms:

### **STEP ONE - completed by all service types:**

- *Agreement to withdraw a non-immunised child form.* This form acts as an agreement between the service and the Parents/Guardians. When an outbreak occurs, their child will be withdrawn from the service.

### **Children and Educators Suffering Infectious Diseases:**

- Parent/Guardians are required to inform the Nominated Supervisor as soon as possible if their child/ren is suspected or diagnosed as having the symptom of an infectious disease, so Educators may monitor and protect other children.
- Educators are required to inform the Nominated Supervisor as soon as possible if they are suspected or diagnosed as having the symptoms of an infectious disease.
- In such circumstance the 'Exclusion Guidelines' are to be implemented.
- Parent/Guardians are to provide a medical certificate prior to child/ren returning to the service.
- Where a child exhibits symptoms whilst in care, the Nominated Supervisor will contact the Parent/Guardians to collect the child. Where the Parent/Guardians cannot be contacted authorised emergency contacts will be contacted to arrange the necessary pick up.
- In the case of non-school age children Parent/Guardians are to maintain current immunisation information.
- When an outbreak of an infectious disease occurs, the service will display health alerts informing Parent/Guardians of disease and related symptoms.
- When an outbreak of an infectious disease occurs, the service will give the Parent/Guardians of non-immunised children a Notice to Non-immunised child's Parents of Outbreak

### **Service Responsibilities:**

- When an outbreak of an infectious disease occurs, the service will display health alerts informing Parent/Guardians of disease and related symptoms, and where appropriate, contact and liaise with Queensland Health.
- Children with incomplete immunisation records will be classed as non-immunised.
- In an outbreak of a vaccine preventable disease all non-immunised, children and children with incomplete immunisation records will be excluded from the service following exclusion guidelines in Staying Healthy 6th Edition. All vaccine preventable diseases will be reported to QLD Health and the CELC Operations Manager.
- The service will provide information about the immunisation schedule for children and Educators through Service newsletter, notice boards, Educators meetings, parent resource areas, as well as immunisation clinics available to families and Educators.
- The service will provide information about the policy on exclusion relating to immunisation at the time of enrolment and then twice throughout the year. Nominated Supervisors will input this as a task in their calendar to ensure this occurs on a regular basis.

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## 4. ENQUIRIES

Catholic Early Learning and Care Director – [admin@ccelc.catholic.org.au](mailto:admin@ccelc.catholic.org.au)

## 5. SEE ALSO

### Legislation

- Education and Care Services National Regulations 2011 Regulation 88 ,162
- Education and Care Services National Law Act 2010
- The National Quality Standard for Early Childhood Education and Care 2018
- Workplace Health and Safety Act 1995
- <https://www.qld.gov.au/health/conditions/immunisation/childcare>
- Agreement to Withdraw a Non-immunised Child Form **create in OWNA**
- Time Out Poster

## 6. APPROVAL



Alison Forster.  
CELC Director

**Date: 13/02/2025**