

**LA TROBE UNIVERSITY**  
**COMMUNITY CHILDREN'S CENTRE**

**IMMUNISATION STATEMENT**

Immunisation of both children and adults, along with effective hand washing and exclusion of sick children and staff is one of the most effective ways of preventing the spread of infectious disease.

The Federal Government specifies that for families to claim Child Care Benefit for any child who is under 7 years old, they need to prove that their child/ren's immunisation is up-to-date or that the family has an approved exemption for their child/ren.

The Centre and State Government regulations require families to provide details of their child's immunisation or approved exemptions, on the enrolment form. The Centre can take a copy of your child's Immunisation History Form or Immunisation History Statement (Maternal Child Health – Blue Book) for you, which will then be attached to the enrolment form. You may also provide the required information by simply completing the immunisation section on the Enrolment Form. These records of immunisation or exemptions are maintained and monitored in accordance with the Centre's Privacy Statement.

The Centre has an administration procedure for systematically requesting updated immunisation details of all children throughout the year.

Please refer to Australian Government Family Assistance Office – Information Booklet about your claim for Family Assistance for details on exemption from immunisation.

The Centre ensures families with children going to school the following year have received information on the required school age immunisations. For those families requiring details on names and or locations of local agencies offering immunisation services the Centre provides individual assistance upon request.

The Centre also provides upon enrolment a current copy of the Department of Human Services communicable disease table. This table indicates the minimum period of exclusion from schools and children's service centres required for infectious disease cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious diseases) Regulations 2001 – Schedule 6. However if you are unsure about an illness or exclusion please contact the Centre's Manager for clarification.

It is also important to note that when your child/ren do become ill or have a suspected vaccine preventable disease you contact the Centre and advise of the infection. We request this of you for two important reasons:

1. There may be children attending the Centre who are not immunised (approved exemption), therefore they will need to be notified and excluded immediately and;
2. We have a duty of care to notify families of an infectious illness.

The Centre has an established Infection Control process to monitor infection within the Children's Centre and we can only do this effectively if we are informed of illness. Please refer to the Centre's Infection Monitor document for further important information on illness within the Centre.

Children who are not immunised for a notifiable disease are to be excluded from the Centre for the duration of the outbreak of some infectious diseases – such as measles or whooping cough. In the case of an outbreak of a notifiable disease the Manager is to be informed immediately, and in turn they will communicate with the State Health Authority.

Upon appointment the Centre provides staff with Adult Health Information. For families information on immunisation is made available via displays around the Centre, with flyers of information to be taken and read.

In conclusion the Centre operates under the governance of the University and its policies. 'The University recognises its obligation to take all reasonable precautions to protect the safety of its employees, students and visitors while they are on the premises. This involves immunisation against diseases to which persons may be exposed. Staff and students may be advised to have immunisation but cannot be directed to have immunisation. However, the University has the right to preclude persons who are not immunised from certain activities, in consideration of the University's duty of care' (LTU Occupational Health and Safety Manual - Staff & Students Immunisation Procedure – June 1993).

**Links to other documents:**

- Enrolment Form – Immunisation;
- Enrolment Form Procedure (Administration)
- Information for Users and Conditions of Enrolment – Centre Information Manual;
- Staff and Family Induction Checklists;
- Infection Control Policy;
- Infection Control Monitor
- Adult Health Information;
- Privacy Statement;

**Reference:**

- Australian Government Family Assistance Office – Information Booklet about your claim for Family Assistance - 2009
- Children's Services Regulations
- Department of Human Services - Communicable Disease Exclusion Table
- National Childcare Accreditation Council (NCAC): Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.6
- Staying Healthy in Child Care
- The University Safety Policy
- La Trobe University Occupational Health and Safety Manual - Staff & Students Immunisation Procedure – June 1993

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