

IMMUNISATION AND INFECTIOUS DISEASES POLICY

Updated: October 2025



What are we talking about in this document?	This policy is related to preventing diseases in the service and protecting children from preventable illnesses and diseases.
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Who is this for?	This policy applies to children, families, staff, management, students, and visitors of the service.
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Why do we need this policy?	Education and care services are required under regulation 168 of the Education and Care National Regulations to have policies and procedures in place for dealing with infectious diseases. This policy details the service’s practices with regard to the enrolment and continued attendance of children based on their immunisation status. It also details the actions our service will take in the event of an outbreak of an infectious disease.
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Key Terms

Term	Meaning	Source
AIR Immunisation history statement	Immunisations are recorded on the Australian Immunisation Register Immunisation History Statement. A child's AIR Immunisation History Statement lists all immunisations given to them and states their current immunisation status for age.	https://www.servicesaustralia.gov.au
Immunisation status	A child's immunisation status is their current immunity to specific illnesses on the schedule attached to the Australian Immunisation Procedures Handbook. The immunity is developed by receiving vaccinations.	https://www.servicesaustralia.gov.au
Infectious Diseases	An infectious disease that is designated under a law of the jurisdiction or by a health authority (however described) as a	Education and Care Services National Regulations - Regulation 88

	disease that would require a person with the disease to be excluded from an education and care service.	
Recognised catch-up schedule	Immunisation providers actively review a patient's vaccination history and give the appropriate catch-up vaccines. Only a doctor can approve this.	https://www.servicesaustralia.gov.au



The Important Stuff

Under the Education and Care Services National Regulations, specifically Regulations 88 and 168, the approved provider of an education and care service must ensure that policies and procedures are in place in relation to dealing with infectious diseases.

The Immunisation and Infectious Diseases Policy is explained to families upon enrolment. The educator conducting the enrolment or orientation of a new family will draw the parent or guardian's attention to their responsibilities under the policy.

The National Immunisation Schedule is displayed for families. Fact sheets/websites or other resource materials on specific vaccine-preventable diseases are available and if required, can be obtained in a variety of languages.

Immunisation

The service adheres to the Western Australian Immunisation Requirements published by the Department of Health. The service may refuse to enrol the child or may cancel the child's enrolment if their immunisation status is not up to date.

Enrolment

Parents/guardians are required to provide approved documentation of their child's immunisation status before their child commences at the service.

The only acceptable documentation is:

- An AIR immunisation history statement no more than two months old; or
- A valid immunisation certificate issued or declared by the Chief Health Officer (CHO).

If the child's immunisation status is not up to date and there is no indication on their AIR immunisation history statement that they are on a catch-up schedule the Centre Coordinator/Nominated Supervisor will not proceed with the enrolment. See [AIR immunisation history statement not up to date](#) below.

If the child is on an approved catch-up schedule this will be shown on their AIR immunisation history statement.

The child's AIR immunisation history statement or CHO issued immunisation certificate will be saved in their Xplor profile.

Parent/guardians agree at Enrolment and Re-enrolment that they will supply the service as and when requested a copy of their child's current immunisation history statement. They agree that they understand it is a condition of their enrolment and that their child's enrolment will be cancelled, and they will be liable for any cancellation fees.

Maintaining up to date immunisation records

Parents/guardians must provide an updated AIR immunisation history statement each time their child receives a subsequent vaccination listed on the Western Australian Childhood

immunisation schedule. Scheduled vaccinations will generally occur at 6 weeks, 4, 6, 12 and 18 months, and 4 years.

While the primary responsibility lies with the parents/guardians, the Nominated Supervisor/Centre Coordinator will ensure that families are contacted, and necessary documentation is obtained.

The service requires parents to supply updated AIR immunisation history statements after each vaccination until the child is fully immunised. This is generally after their 4-year-old vaccinations. Once they are fully immunised their AIR immunisation history statement will have a notice at the bottom stating that they have received all vaccines required under the National Immunisation Program childhood schedule.

Any time an AIR immunisation history statement or CHO issued immunisation certificate is provided to the service it will be saved in the child's Xplor profile.

Photocopies of the child's 'purple book' or similar are not sufficient for record keeping of children's immunisation status.

Children on an approved catch-up schedule

If a child is on an approved catch-up schedule this will be indicated on their AIR immunisation history statement.

The Coordinator/Nominated Supervisor must track the due dates of vaccinations to ensure the family provides an updated statement after each catch-up vaccination.

Staff immunisation

We encourage all staff to stay current with their immunisations. For more details, please refer to the [Workplace Health and Safety Policy](#).

As we approach the winter months, Keiki Early Learning may partner with Greenleaf Pharmacy to offer flu vaccinations at select Keiki Services locations during Keiki Crew work hours. Participation is entirely voluntary, and Keiki does not assume any responsibility for the vaccinations provided.

Infectious Diseases

Prevention

Keiki Early Learning services follow the [WA Department of Health Communicable Disease Guidelines](#) and the recommendations from [Staying Healthy: Preventing infectious diseases in early childhood education and care services \(6th edition\)](#).

Children enter education and care services when their immune systems are still developing. They have not been exposed to many common germs and therefore are susceptible to bacteria that may cause infections. Given the close physical contact children have with other children in early childhood and care, it is very easy for infectious diseases and illnesses to spread through normal daily activities.

The service maintains a clean and hygienic environment as per the [Service Cleaning and Maintenance Policy](#) and implements rigorous hygienic practices to limit the spread of illness and infectious diseases including:

- effective hand washing hygiene and appropriate use of gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus

- effective environmental cleaning including toys and resources (including bedding)
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service
- physical distancing (where recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)
- and any other recommendations from recognised authorities.

Managing an outbreak

In the event of an infectious disease, the service will notify the Public Health Unit and will follow its recommended guidelines and directives. See [Reporting requirements](#) below. All decisions around illness will be based on this policy and information received from our local Public Health Unit.

- If a child becomes unwell or is suspected of symptoms of an excludable infectious illness educators and staff will inform the Responsible Person/Centre Coordinator. The child's parents/guardians or authorised emergency contact will be contacted immediately to collect their child. Whenever possible, the child is separated from the main group of children and one educator is nominated to care for the child to reduce the risk of cross-infection. An Incident, Injury and Illness form is completed, and a record of the child being sent home is made on the Child Sent Home register.
 - Nominated Supervisors/Centre Coordinators will refer to the [Control of Communicable Diseases Manual \(health.wa.gov.au\)](http://health.wa.gov.au) to determine minimum exclusion periods.
- As soon as practicable after the outbreak of an infectious disease at the service, staff will notify parents/guardians or authorised emergency contacts by displaying a notice at the entry of the service, in accordance with Regulation 173(2)(g). The notice will also contain access to information sheets which include information on exclusion periods. This will be clearly visible from the main entrance (Section 172).
- In the case of serious ill health or hospitalisation, the child or staff member is to provide a medical certificate from their doctor verifying that they are sufficiently recovered to return to the service. However, the Centre Coordinator/Nominated Supervisor has the final say if the child or staff member can return to the service.

Parent/Guardian responsibilities

- Provide documentation of their child's immunisation status before a child commences at the service. The only acceptable documentation is:
 - An AIR immunisation history statement no more than two months old; or
 - A valid immunisation certificate issued or declared by the Chief Health Officer.
- Provide the service with an updated copy of their child's current immunisation record any time it is updated (each time an immunisation is completed) and when it is due to be completed.
 - A current AIR Immunisation History Statement can be accessed at any time by the parent/guardian by logging in to their MyGov account and Medicare online account.
- Understand that children's immunisations status must remain up to date while enrolled at the service. Nominated Supervisors may give families a grace period of up to four weeks after their child's immunisations are due, however, families are required to communicate when their child is booked in for their immunisations or documentation about delays from a medical practitioner in the form of an approved catch-up schedule.
 - Enrolment will be cancelled if families do not confirm that immunisations are booked in or continue to delay their child's immunisations.

- Understand that the service reserves the right to refuse attendance or cancel enrolment if the child’s immunisation status is not up to date.
- Follow directives from the Western Australian Government in relation to infectious diseases.

Educator knowledge and training

All educators and staff play an important role in safeguarding the children’s health, safety and wellbeing. Keiki Early Learning equips them with the necessary knowledge and skills to enable them to deal with infectious diseases and to role model hygienic practices.

- All educators will have access to and have read this policy at employment.
- Educators are informed of the symptoms of excludable illnesses and diseases and infection through resources provided at the service and available on SharePoint.
- Risk assessments will be conducted for pregnant staff to determine if any alternation to their work is necessary (e.g. not changing nappies).
- Staff members who fall pregnant should visit their GP and have a test for Cytomegalovirus (CMV) to check their immunity.



Procedures and Guidelines

Immunisation

AIR immunisation history statement not up to date at enrolment

If the family believes the child’s AIR immunisation history statement is incorrect, refer them to their GP or immunisation provider to have this rectified before they can be enrolled. See the [Western Australian Immunisation Requirements](#) for more information.

The service reserves the right to

- Refuse to enrol the child if their immunisation status is not up to date at enrolment, and/or
- Cancel enrolment or refuse attendance of the child (fees apply) if their immunisation status changes to not up to date whilst they are enrolled at the service.

Any child who is enrolled who does not have an up-to-date AIR immunisation history statement (i.e. they are on a catch-up schedule or have a certificate issued by the CHO) must be reported to the CHO at enrolment.

AIR immunisation history statement not up to date during enrolment

If the family believes the child’s AIR immunisation history statement is incorrect, refer them to their GP or immunisation provider to have this rectified as soon as possible. See the [Western Australian Immunisation Requirements](#) for more information.

The service reserves the right to

- Cancel enrolment or refuse attendance of the child (fees apply) if their immunisation status changes to not up to date whilst they are enrolled at the service.

Nominated Supervisors may grant families a grace period of up to four weeks after their child’s immunisations are due. However, it is imperative that families communicate the

scheduled immunisation appointments or provide documentation from a medical practitioner detailing any delays, in the form of an approved catch-up schedule.

Small delays of a few weeks can be communicated by a letter from the child’s medical practitioner with confirmed dates of the scheduled immunisation appointments.

Please note that care will be cancelled if parents or guardians do not confirm that immunisations are booked or if they continue to delay their child’s immunisations. In such cases, written notification of the cancellation of care, with two weeks' notice, will be provided to the family.

Additionally, children may be excluded from the service (with fees continuing to apply) if there is an outbreak of a vaccine-preventable illness at the service before the child’s care ends.

Infectious Diseases

Reporting requirements

As soon as practicable after the outbreak of an infectious disease at the service, staff will notify parents/guardians or authorised emergency contacts by displaying a notice at the entry of the service, in accordance with Regulation 173(2)(g). The notice will also contain access to information sheets which include information on exclusion periods. This will be clearly visible from the main entrance (Section 172).

If any child in the service is diagnosed with a notifiable disease the Nominated Supervisor/Centre Coordinator must contact the Public Health Unit using the relevant form or at 9222 8588. There may be additional diseases that become notifiable due to declared pandemics or other situations, in which case the service will follow current government directives about notification.

The Public Health Act 2016 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify the Public Health Unit (PHU) of patients with certain conditions, and to provide the required information on the notification forms. Specialist trained public health staff review this information and if necessary, contact the patient’s doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

In the event of children or staff at a service having confirmed cases of the following infectious diseases, the Nominated Supervisor must contact a Person with Management or Control (Approved Provider, Compliance and Quality Manager, Operations Manager – Finance and Systems or Operations Manager – People and Culture) to assist them in making a report to the Public Health Unit.

- Gastroenteritis (in two or more linked cases)
- Chickenpox (Varicella)
- Measles (Rubeola)
- Mumps
- Whooping cough (Pertussis)
- Tuberculosis
- Hepatitis A
- Salmonellosis
- Shigellosis
- Meningococcal disease

Services may believe that a report has already been made by the child’s treating medical practitioner. In these cases, please call the Public Health Unit for advice.

In the event a notification needs to be made to the Regulatory Authority, the Nominated Supervisor will work together with a Person with Management or Control (Approved Provider, Compliance and Quality Manager, Operations Manager – Finance and Systems or Operations Manager – People and Culture) to submit the notification in a timely manner.

- Notification: I01-Notification of Incident
- Incident Type: Any Circumstances posing a risk to health, safety and wellbeing. (Section 174 (2)(c) Regulation 175(2)(e))



Supporting Documents

Policies

- [Service Cleaning and Maintenance Policy](#)
- [Enrolment and Orientation Policy](#)
- [Health and Hygiene Policy](#)
- [Incident, Illness and Administration of First Aid Policy](#)
- [Workplace Health and Safety Policy](#)

Other Documents

- [Incident, Injury, Trauma and Illness Record](#)

Resources

- [Control of Communicable Diseases Manual \(health.wa.gov.au\)](#)
- [Childcare centres and schools \(health.wa.gov.au\)](#)
- [Staying Healthy: Preventing infectious diseases in early childhood education and care services \(6th Edition\)](#)
- [Western Australian Immunisation Schedule](#)
- [Western Australian Immunisation Requirements](#)



Sources

- Australian Children’s Education & Care Quality Authority (ACECQA).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law (WA) Act 2012. (2025).
- Education and Care Services National Regulations 2012. (2025).
- Guide to the National Quality Framework. (2025).
- NHMRC. [Staying Healthy: Preventing infectious disease in early childhood education and care services.](#) (2024).
- WA Department of Health. [Control of Communicable Diseases Manual.](#) (2023).
- WA Department of Health. [Western Australian Immunisation Requirements.](#) (2023).
- WA Department of Health. [Western Australian Immunisation Schedule.](#) (2025).



Links to Regulations

National Quality Standard

Quality Area 2: Children’s Health and Safety

2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and Emergency Management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
Quality Area 6: Collaborative partnerships with families and communities		
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

Education and Care Services National Regulations	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
136	First aid qualifications
162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
172	Notification of change to policies or procedures
173	Prescribed information to be displayed
175	Prescribed information to be notified to Regulatory Authority

Education and Care Services National Law	
167	Offence relating to protection of children from harm and hazards
172	Offence to fail to display prescribed information
174	Offence to fail to notify certain information to Regulatory Authority



Review & Document Control	
Policy Reviewed	Modifications
27 October 2017	Extension of Policy from regulations and set out expectations for all parties
15 th November 2017	Removed grammatical errors, changed from 1 st person to 3 rd person throughout.
8th January 2018	Quality Area changed to reflect NQS changes. Removed term Centre Director, replaced with Coordinator
2nd August 2018	Updated Immunisation Schedules.
17th September 2018	Rewritten policy. Focus on removing repeated information from other policies (cleaning, handwashing etc). Requirement for Immunisation- up to date schedules. Educator information on Vaccinations.
September 2019	Minor edits to grammar
March 2020	Made changes to coincide with COVID 19 prevention techniques.
March 2021	Added public health unit contact number. Updated family responsibilities. CMV.
October 2021	Updated what. Added key terms. Update regs and added law. Add more about infectious diseases. Added report to NQA ITS.
November 2022	New format. Added COVID section. Added links to resources. Minor updates to wording. Checked and updated sources.
January 2023	Wording update in infectious disease outbreak section to ensure adherence to regulations.
April 2023	Update for parents to supply immunisation statement annually or when updated.
August 2023	New format & restructure of sections. Hyperlinks checked & updated. Updated approved documentation for immunisation status & requirement to report under-vaccinated children. Clarity on maintaining records once enrolled, removing

	requirement to provide update AIR statements once child is fully vaccinated. Removed COVID specific section but added link to Communicable Diseases Manual for up to date exclusion periods. Staff immunisation information replaced with link to Workplace Health & Safety Policy.
October 2024	Clarity on requirements for children on a catch up schedule. Change of term from General Manager to Compliance and Quality Manager.
April 2025	Added information on what to do when a child's immunisation status is not up to date, during enrolment. Updated information on reporting to public health and ECRU. Added information about Flu Vaccinations for Keiki crew.
October 2025	Change of term from vaccine-preventable to infectious. Updated links to staying healthy & immunisation schedule.

Disclaimer

It is each employee, family and visitor to the service's responsibility to read, understand, follow and address any concerns with management about this policy.

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You can find it at: <https://keikiearlylearning.com.au/policies-and-procedures/>

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