



## IMMUNISATION POLICY

### Rationale

To ensure the requirements of the Health (immunisation) Regulations 1995 are met

### Objectives

To ensure children experience an environment where their health is promoted

### Procedures

- Parents will be asked for all immunisation records when their child is enrolled
- The immunisation records will be photocopied and the Centre Manager will ensure the copy is attached to the child's enrolment form
- The Office Administrator will update the immunisation register on DISCOVER every time new information has been received
- The records are confidential and are stored in DISCOVER software with access limited to Centre Manager, Office Administrator and Owner
- In the case of a notifiable outbreak and in accordance with Ministry of Health guidelines, any child who is not immunized will be requested to stay away from the centre until the incubation period of the disease has passed and no further cases are reported
- At this time of exclusion, normal fees will apply, as stated on the enrolment form.
- Children's immunisation certificates are located in the back of their Well Child Tamariki Ora Health Book. This certificate should be signed off by a health professional
- Key teachers will talk to parents about any immunisations so that we can be mindful about any possible side effects after immunisation.