



SCHOOL POLICY: **STUDENT IMMUNISATION RECORD KEEPING**
PUBLISHED: 2001
REVIEW DATE: 2006
CONTACT: Director, Information, Communications and Governance
RELATED POLICY: *Infectious Diseases - Outbreak Procedures and Exclusion Periods*

1 PURPOSE

- 1.1 To advise preschools and primary schools of their responsibilities under *ACT Public Health Regulations 2000* for keeping records of the status of student immunisation.

2 DEFINITION

- 2.1 Parent/carer(s): people with parental responsibility and guardians.

3 BACKGROUND

- 3.1 The ACT Public Health (Infections and Notifiable Diseases) Regulations were superseded by the ACT Public Health Regulations 2000 which came into force on 31 March 2000.
- 3.2 The main objectives of the ACT Public Health Regulations 2000 are to:
- outline the minimum standard of immunisation record keeping;
 - better manage outbreaks of infectious diseases in the ACT; and
 - focus parental attention on the immunisation status of their children.

4. POLICY STATEMENT

- 4.1 All students are encouraged to be immunised.
- 4.2 Prospective students will not be excluded from attending school if they have not been immunised.
- 4.3 Under the *ACT Public Health Regulations 2000*, preschools and primary schools are required to collect and maintain immunisation records on all newly enrolled children.
- 4.4 All parents/carers of children entering preschools or primary schools will be issued with a current Parents Guide, ACT Immunisation Requirements for Entry into School, Preschool and Child Care.
- 4.5 The *ACT Public Health Regulations 2000* do not prevent children from entering a preschool or primary school if they are not fully immunised but requires parents to produce a record of their child's immunisation history on the approved ACT Department of Health and Community Care Immunisation Record Form (Form PAH2931), if possible.

5 APPLICATION

- 5.1 Record keeping, for the purposes of this policy, applies to preschools and primary schools.

- 5.2 This policy does not apply to high schools and colleges.
- 5.3 The School Policy: *Infectious Diseases - Outbreak Procedures and Exclusion Periods, Schedule 1*, sets out the procedures to be followed in the event of an outbreak of an infectious disease.
- 5.4 The approved ACT Department of Health and Community Care Immunisation Record Form consists of:
- two parent forms, both coloured WHITE;
 - one ACT Department of Health and Community Care form, coloured YELLOW;
and
 - one school form, coloured BLUE.
- 5.5 Photocopies of student immunisation details, Statutory Declarations and YELLOW copies of ACT Immunisation Record Forms must be sent to **ACT Department of Health and Community Care Immunisation Records, Locked Bag 5, Weston ACT 2611**.
- 5.6 This documentation must be sent by 1 April and 1 October each year for all students enrolled in the previous six (6) months.

6 MANDATORY PROCEDURES

6.1 Preschools

- 6.1.1 Where a student is being enrolled at a preschool for the first time, the teacher-in-charge must:
- request that the parent/carers produce two (2) photocopies of an immunisation record setting out the student's immunisation status for each vaccine preventable disease;
 - file one photocopy of the immunisation record on the student's personal or immunisation file;
 - stamp the back of the second photocopy with the school's name; and
 - send the second photocopy to the ACT Department of Health and Community Care by the dates stipulated in clause 5.6.
- 6.1.2 In cases when a student has not provided immunisation status or has provided incomplete details of immunisation status, the teacher in charge must:
- indicate this fact on the Preschool Enrolment Form;
 - indicate this fact on the Preschool Immunisation Record Form; and
 - apply the procedures outlined in clauses 6.3.1 and 6.3.2.

6.2 Primary Schools

- 6.2.1 On the enrolment of a student for the first time:
- Parents/carers of students should produce an ACT Health and Community Care Immunisation Record Form (Form PAH2931) if possible;
 - the principal or person enrolling the student must return both WHITE forms to parents/carers;

- the principal or person enrolling the student must collate the YELLOW form with those of other students and send them to the **ACT Department of Health and Community Care** by the dates stipulated in clause 5.6; and
- the school will file the BLUE form on the student's personal or immunisation file.

6.2.2 In cases when a student is unable to produce information of immunisation status by means of ACT Health and Community Care Immunisation Record Form (Form PAH2931), the principal or person enrolling the student must:

- request that the parent/carer produce two (2) photocopies of a completed immunisation record setting out the student's immunisation status for each vaccine preventable disease;
- file one photocopy of the immunisation record on the student's personal or immunisation file;
- stamp the back of the second photocopy with the school's name; and
- send the second photocopy to the ACT Department of Health and Community Care by the dates stipulated in clause 5.6.

6.2.3 In the cases outlined in clauses 6.2.1 and 6.2.2 schools are required to record on MAZE whether or not a student has produced immunisation records.

NOTE: When documentation indicates that a student has been immunised enter "Y" in the immunised field on MAZE. When immunisation documentation has not been provided or is incomplete or there is doubt that a student has been immunised enter "N" immunised field on MAZE. When the school has been provided with complete immunisation details, this field must be altered.

6.2.4 In cases when a student has not provided immunisation status or has provided incomplete details of immunisation, the principal or person enrolling the student must ensure that clauses 6.3.1 and 6.3.2 are applied.

6.3 Preschools and Primary Schools

6.3.1 In cases where a student has not been immunised or is immunised without producing a completed Immunisation Record the principal or person enrolling the student **must** ensure that parents/carers **comply with Regulations** in that they provide a Statutory Declaration stating that either:

- the student has been immunised but is unable to produce an immunisation record and stating the names of the vaccines that the student immunised with together with immunisation dates (month and year is sufficient); or
- they are not aware whether or not the student has been immunised against a specific disease; or
- they do not wish the student to be immunised or that they cannot remember if the student has been immunised.

6.3.2 For administrative purposes, school staff must:

- make one photocopy of the statutory declaration;
- file the original on the student's personal or immunisation file;
- stamp the back of the photocopy with the school's name; and
- send statutory declarations to the ACT Department of Health and Community Care by the dates stipulated in clause 5.6.