

## **6 PROCEDURE: IMMUNISATION REGISTER**

### **Aim**

To ensure that the centre holds records on whether or not children have been vaccinated so that in the event of the outbreak of an infectious disease, children who have not be immunised against the disease can be identified and excluded from centre as necessary. *Health Regulation (immunisation) 1995*

### **6.2 Guidelines**

- 6.2.1 On enrolment parents are asked to supply a copy of their child's immunisation record and details are recorded in the APT school management software package. An immunisation report can be printed off as required. A new copy of the child's immunisation certificate is required at 15 months and 4 years.
- 6.2.2 Children who have not been immunised are permitted to attend the centre except on the event of an outbreak of any disease that they have not been immunised against.
- 6.3.3 The Administrator will check the register as part of the enrolment process twice a year and check that all relevant immunisation records have been received. Where necessary the Administrator will follow up with parents to obtain copies of certificates.