

Child immunisation

When children enrol into the preschool, parents will be asked to provide their child's immunisation records. The enrolling teacher will visually check their current immunisation status and then sign it off on the entry record, a copy of the certificate may be retained. The immunisation register is maintained and held electronically on the Discover Childcare Administration system.

Updating the register

It is the responsibility of the administrator to record immunisation details after enrolment or when a child received their immunisation (e.g 4 year old immunisations). The Preschool Lead is responsible for ensuring that the register is regularly reviewed and updated.

During Term One of each year, the immunisation register will be checked. While it is not compulsory for children to be immunised, the topic may be raised using the following methods:

- If the record shows “not shown” a reminder notice will be sent to parents asking to sight a copy of their child's immunisation certificate
- If the register shows “incomplete” a notice will be sent home asking the parents to review their child's immunisation status. For example, has the child received their 4 year old immunisations?
- A notice reminding parents of the 4 year old immunisations will be sent home to parents.

Process for protecting children not immunized

- Isolating any children with a suspected infectious illness
- Following the procedures outlined in the “Illness procedure” which aims to protect the children and staff attending the preschool.
- Information on the illness will be written on the noticeboard and a notice sent home to notify parents/ Whānau of the illness.

Staff immunisation

Working with young children can expose adults to diseases with serious consequences. Ko Taku Reo Preschool is committed to protecting the health and well-being of adults working in the preschool

Preschool management will ensure:

- Staff are offered a free flu immunisation each year at no cost

Appendices:

- Appendix A: 4 Year Old Immunisation reminder
- Appendix B: Immunisation reminder
- Appendix C: New Zealand National Immunisation Schedule 2023

Related procedures:

Child illness procedure

Infectious and Notifiable Diseases procedure

Reviewed	February 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	February 2026
Signed:	
Preschool Lead	Krista Clifford