

Self-Checklist immunisation Register for Early Childhood Centres

Early childhood services have an important role in protecting the health and wellbeing of the children in their care. Diseases can spread easily when a large number of children are spending time in close proximity, for example, when they are at an early childhood service. Immunisation is a proven way of preventing diseases from spreading.

These are the things that you must do:

- 1. Maintain an immunisation register**
 - For all children 15 months or older; and
 - As soon as a child reaches 15 months old.
- 2. Request information**
 - You must request a completed immunisation certificate from the parent or caregiver for each enrolled child.
- 3. Record the correct information**
 - The full name of each child and their date of birth.
 - Whether the child has been fully vaccinated against the diseases in the National Immunisation Schedule.
 - Or if not immunised the diseases against which the child has developed lab proven immunity (this should be stated on the certificate provided).
 - Whether or not the caregiver has provided an immunisation certificate to the centre.

Can you quickly identify who is vaccinated or not?

Do you know which children are not vaccinated against particular diseases? This might be important in an outbreak situation at your centre as some children may have to be excluded for specific periods.

- Do you have a bring-up system, e.g., when children are 15 months or 4 years old?
- Do you keep your records up to date?
- Do you ask parents/caregivers for any new immunisation records/status on a regular basis?

Is the register accessible?

- It must be readily available to be inspected by a Medical Officer of Health or Health Protection Officer at all times.
- Is it recorded or stored in a format that can be inspected or reproduced in useable form?

Your Primary Schools' Immunisation Register

Health (Immunisation) Regulations 1995 require every primary school to maintain an immunisation register. This is a tool that can be accessed quickly by public health staff to determine if there are vulnerable contacts of a vaccine preventable disease attending your school. This could be related to an individual case (a pupil, for instance) or an outbreak situation (involving the wider community), to prevent spread of a disease.

It's important to act quickly so we can offer protective vaccination or other treatments to vulnerable people, and to reduce exposure and risk of contracting an illness by excluding vulnerable children.

Tips to get it right

- The best time to request a vaccination certificate from parents or caregivers is at the time of enrolment.
- Always ask for a "verifiable copy" of the child's vaccination records (a record from their GP). Keep a copy of the records provided.
- Record details for all students in a spread sheet so you can provide the information quickly if we ask for it.

For more information ask your Public Health Nurse for help, or phone us on (03) 687 2600 or go to:

www.healthed.govt.nz/resource/immunisation-guidelines-early-childhood-services-and-primary-schools-%E2%80%93-english-version

The above information is based on the Health (Immunisation) Regulations 1995 we have tried to keep this as accurate as possible.

