

(Revised September 2025)

Policy Statement:

Mueller College Outside School Hours Care (OSHC) is committed to providing a safe environment for all children and young people. These Policies and Procedures outline the requirements for families to provide immunisation details at enrolment for the purpose of protecting children and young people against preventable disease and complying with Government requirements.

Background

The Education and Care National Regulations require Service Providers to have policies and procedures that support the health and safety of children and young people attending the Service. This includes ensuring appropriate measures are in place to manage and promote immunisation. Immunisation is a key public health strategy that helps prevent the spread of infectious diseases within education and care settings.

The Service recognises the importance of immunisation in safeguarding the wellbeing of all children, families, educators, and the wider community. By maintaining accurate records and encouraging up-to-date vaccinations, the Service aims to reduce the risk of preventable illnesses and outbreaks.

This policy outlines the Service's responsibilities for collecting, recording, and maintaining immunisation information, as well as procedures to follow in the event of a disease outbreak.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

Legislation:

National Quality Standard (NQS):

Quality Area 2: Children's Health & Safety
6: Collaborative Partnerships with Families & the Community
7: Governance & Leadership

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

77	Health, hygiene and safe food practices (1) The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service. Penalty: \$2200.
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	<p>(2) A nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement—</p> <p>(a) adequate health and hygiene practices; and</p> <p>(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service.</p> <p>Penalty: \$2200.</p> <p>(3) A family day care educator must implement—</p> <p>(a) adequate health and hygiene practices; and</p> <p>(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the educator as part of a family day care service.</p> <p>Penalty: \$2200.</p> <p>Note.</p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p>
88	<p>Infectious diseases</p> <p>(1) If there is an occurrence of an infectious disease at an education and care service, the approved provider of the service must ensure that reasonable steps are taken to prevent the spread of the infectious disease at the service.</p> <p>Penalty: \$2200.</p> <p>(2) If there is an occurrence of an infectious disease at a centre-based service, the approved provider of the service must ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.</p> <p>Penalty: \$2200.</p> <p>(3) If there is an occurrence of an infectious disease at a family day care residence or approved family day care venue, the approved provider of the family day care service must ensure that a parent or an authorised emergency contact of each child being educated and cared for at the residence or venue as part of the service is notified of the occurrence as soon as practicable.</p> <p>Penalty: \$2200.</p>
162	<p>Health information to be kept in enrolment record</p> <p>The health information to be kept in the enrolment record for each child enrolled at the education and care service is—</p> <p>(a) the name, address and telephone number of the child's registered medical practitioner or medical service; and</p> <p>(b) if available, the child's Medicare number; and</p> <p>(c) details of any—</p> <p>(i) specific healthcare needs of the child, including any medical condition; and</p> <p>(ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and</p> <p>(d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c); and</p> <p>(e) details of any dietary restrictions for the child; and</p> <p>(f) the immunisation status of the child; and</p> <p>(g) if the approved provider or a staff member or family day care educator has sighted a child health record for the child, a notation to that effect; and</p> <p>(h) in relation to New South Wales, certificates for immunisation or exemption for the child, as required under section 87(1), (2) and (3) of the <i>Public Health Act 2010</i> of New South Wales; and</p> <p>(i) in relation to Victoria, in the case of an education and care service specified in paragraph (a) of the definition of early childhood service in section 3(1) of the <i>Public Health and Wellbeing Act 2008</i> of Victoria—</p> <p>(i) an immunisation status certificate within the meaning of section 147 of the <i>Public Health and Wellbeing Act 2008</i> of Victoria that is issued in relation to the child and that is provided under section 143B of <i>Public Health and Wellbeing Act 2008</i> of Victoria; or</p> <p>(ii) details of any exemption in relation to the child under section 143C of the <i>Public Health and Wellbeing Act 2008</i> of Victoria.</p>

Education and Care Services National Law

301 (3,f)	<p>(3) Without limiting subsection (1), the national regulations may provide for the following—</p> <p>(f) requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;</p>
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Principles:

To ensure that children and young people's immunisation status and collected and stored upon enrolment and remains up to date in order to protect them from preventable disease outbreaks. Immunisation is a simple, safe and effective way of protecting people against harmful diseases, and in the Service, setting helps reduce the risk of outbreaks.

Procedure:

- A record of each child and young person's immunisation status is kept at the Service. Upon Enrolment families are asked to provide Immunisation records for their child. A copy from the child's Red Immunisation Book is sufficient.

- In the absence of immunisation, parents are to give written notification of reasons for non-immunisation and indicate on the enrolment that they are aware that their child may be excluded from the Service in the event of an outbreak.
- Parents/Guardians are reminded regularly to ensure immunisation records are kept up to date.
- Parents/guardians are reminded via the Parent Handbook that children and young people attending Outside School Hours Care are required to be up to date with immunisations in accordance with the government requirements to be eligible for Child Care Subsidy.
- Information for Parents/guardians: A Vaccination Schedule is displayed in the OSHC room and is in the Parent Handbook. Health Department leaflets on immunisation are also available online.
- The Service will identify and comply with exclusion guidelines and time frames. Exclusion guidelines apply to both children and adults.
- The Service will provide clear and reliable information to families during an exclusion period, as to when the child or young person can return to the Service. The Queensland Health Time Out poster is used as a guideline and is in the Parent Handbook.
- In the case of serious ill health or hospitalisation the child, young person or staff member will require a medical certificate, verifying his or her recovery is sufficient to enable returning to the Service.
- Should an outbreak occur, those unimmunised may be unable to attend the Service until advised that it is safe for them to return.
- For information about vaccination of staff, visitors and volunteers please refer to Service Policy 61, 66 and 76.

Approved provider & Nominated Supervisor will:

- Share the 'Immunisation Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- Provide additional professional development as needed and during review processes.
- Review all Service policy annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

See Also:

- Mueller OSHC Record keeping Policy and Procedure
- Mueller OSHC Enrolment & Orientation Policy & Procedure
- Mueller OSHC Infectious Disease Policy & Procedure
- Mueller OSHC Illness Policy & Procedure
- Mueller OSHC Workplace Health and Safety Policy & Procedure
- Mueller OSHC Notifications & Reporting Policy & Procedure
- Mueller OSHC Providing a Child Safe Environment Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Child Protection Act 1999 (Current as at 20 September 2025)
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- National Immunisation Schedules, July 2024

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> • New legislation 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	<ul style="list-style-type: none"> • Updated references • Addition of review table 	JAN 2025	