

**Policy Title:** Immunisation of Children Policy

**Classification:** Health & Safety

**Monitored by:** H&S Advisor

**Approved by:** GM Professional Services

**Effective Date:** February 2021

**Review Date:** February 2023

**Objective:** To ensure that kindergartens meet their obligations under the Health (Immunisation) Regulations 1995.  
To clearly outline the process of keeping an immunisation register for children attending kindergarten.

**Commitment:** Hutt City Kindergartens will keep an immunisation register for every child enrolled at kindergarten.  
A child can attend kindergarten regardless of their level of immunisation, unless the Ministry of Health advises otherwise.

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### Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Illness and Infectious Diseases Policy
- Health (Immunisation) Regulations 1995

### Policy Details:

1. Each kindergarten will keep an immunisation register for every child enrolled, where the information from a child's Immunisation Certificate is copied.
2. The HCK Enrolment Form will request a copy of the Immunisation Certificate when a child is enrolled. A copy will be kept on file.
3. If an Immunisation Certificate is not provided, this will be recorded as 'not shown'.
4. The Immunisation Certificate is the only source of information that will be used when entering the child's immunisation status on the immunisation register.
5. The kindergarten staff may ask a child's parents or caregivers to contact their family doctor or nurse to have the child's immunisations brought up-to-date and/or a certificate completed.
6. Parents or guardians are allowed to view their own children's records only.

### Review:

This policy will be reviewed biennially, in consultation with staff.