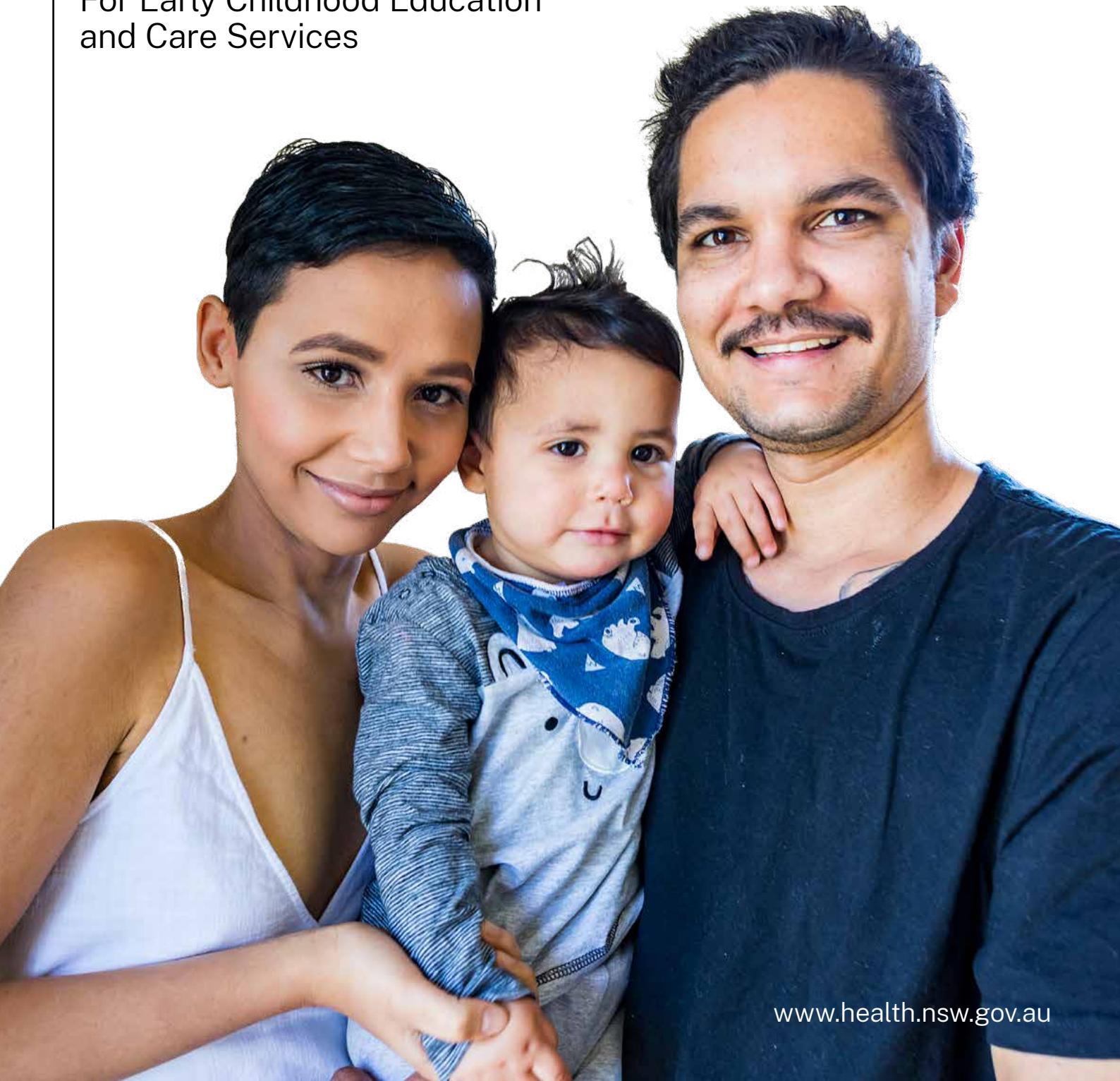


Immunisation Enrolment Toolkit

For Early Childhood Education
and Care Services



NSW Ministry of Health
1 Reserve Road
ST LEONARDS NSW 2065
Tel. (02) 9391 9000
Fax. (02) 9391 9101
TTY. (02) 9391 9900
www.health.nsw.gov.au

Produced by: NSW Ministry of Health

This work is copyright. It may be reproduced in whole or in part for study or training purposes subject to the inclusion of an acknowledgement of the source. It may not be reproduced for commercial usage or sale. Reproduction for purposes other than those indicated above requires written permission from the NSW Ministry of Health.

The NSW Ministry for Health acknowledges the traditional custodians of the lands across NSW. We acknowledge that we live and work on Aboriginal lands. We pay our respects to Elders past and present and to all Aboriginal people.

Further copies of this document can be downloaded from the NSW Health webpage www.health.nsw.gov.au

© NSW Ministry of Health 2023

SHPN (HP NSW) 220223
ISBN 978-1-76023-136-1

December 2023

Contents

1	Introduction	3
1.1	Immunisation.....	3
1.2	Requirements under the <i>Public Health Act 2010</i>	3
1.3	Exemptions	4
2	Australian Immunisation Register	5
2.1	AIR Immunisation History Statement.....	5
2.2	AIR Immunisation Documentation Requirements.....	5
2.3	Overseas records	5
2.4	Temporary Resident Visas and Refugees.....	5
3	Examples of Immunisation Forms	6
	Scenario 1 – AIR Immunisation History Statement – up to date	6
	Scenario 2 – AIR Immunisation History Statement – fully immunised child.....	7
	Scenario 3A – AIR Immunisation Medical Exemption Form – medical contraindication or natural immunity	8
	Scenario 3B – AIR Immunisation History Statement – medical contraindication or natural immunity.....	10
	Scenario 4A – AIR Immunisation History Form – catch-up schedule	11
	Scenario 4B – AIR Immunisation History Statement – catch-up schedule	14
4	Scenarios.....	16
5	Immunisation record keeping	17
5.1	What records must be kept?	17
5.2	What is the NSW Health early childhood immunisation register?.....	17
5.3	How long must these records be kept?.....	17
5.4	What if a child transfers to another service?	17
5.5	How are the immunisation enrolment and record keeping requirements enforced?.....	17
5.6	What about privacy?	17
6	Immunisation Register Template.....	18
7	Vaccine preventable diseases, including staff vaccination	19
8	NSW Immunisation Schedule	20
9	Resources.....	20
10	Template letter	21

Definitions

A list of definitions is included below to help early childhood services understand key terms used in this toolkit.

AIR Immunisation History Statement

A statement from the Australian Immunisation Register (AIR) produced for each child that records their immunisation status, including that they are up to date for their age, have received all vaccines required by 5 years of age, are overdue for vaccinations, have a medical contraindication, or are on a catch up schedule.

Approved provider

A person/entity who has been approved by the NSW Department of Education to own and/or operate an early childhood education and care service (also known as a Director of an early childhood service).

Australian Immunisation Register (AIR)

A national register that records immunisations given to people of all ages in Australia. Immunisation providers (see definition on this page) can send immunisation information to the AIR.

Early childhood education and care services

(Also known as ‘early childhood service’ or ‘childcare’)

Any service providing education and care to children on a regular basis as defined under the *Children (Education and Care Services National Law Application) Act 2010*, including long day care services, family day care services, occasional care and preschools. Services that are not included are listed in the Education and Care Services National Regulations (Chapter 1, Regulation 5 at www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap1/reg.5).

Enrolment

The process of accepting and booking a guaranteed place for a child in a specific early childhood service for the first time involving completion of an enrolment form, provision of other documentation (i.e. birth certificate, proof of address, AIR Immunisation History Statement) and often payment of a deposit. *Note: making a request for care, or placing a child on a waitlist, is not enrolment. Also, enrolment does not include the process of committing an enrolled child to continued attendance in subsequent years at the same early childhood service (sometimes known as ‘re-enrolment’).*

Immunisation

The term used to describe the process of both getting a vaccine and becoming immune to the disease as a result.

Immunisation provider

A provider who can give immunisations and record them on the Australian Immunisation Register (AIR), including general practitioners (GPs), local councils, Aboriginal Medical Services (AMSS) and community health.

Immunisation register

A register maintained by an early childhood service that records the current immunisation status of all enrolled children as required under the *Public Health Act 2010*.

Public health unit (PHU)

NSW Health staff that are responsible for identifying, preventing and minimising public health risks to the community, including working with early childhood services to manage disease outbreaks. PHUs can be contacted on 1300 066 055.

1. Introduction

This toolkit has been developed to support approved providers (or their delegates) of early childhood education and care services (ECECS) to comply with their legal responsibilities under the *NSW Public Health Act 2010*, including:

- not enrolling a child unless the parent/guardian has provided an AIR Immunisation History Statement that shows that the child is up to date with their childhood vaccinations for their age; or has a medical reason not to be immunised; or is on a recognised catch-up schedule
- maintaining an immunisation register that records the up to date immunisation status of all enrolled children after each of their immunisation milestones
- retaining immunisation records for 3 years from the date on which each enrolled child ceases to attend the service, and providing a copy of a child's immunisation documentation to another service in the event that the child transfers to that service (upon request)
- notifying your local public health unit if an enrolled child has a vaccine preventable disease.

More information about these legal responsibilities is available on the NSW Health website at:
www.health.nsw.gov.au/immunisation

1.1 Immunisation

Immunisation programs in NSW have been extremely effective in reducing the risk of vaccine preventable diseases. All children are able to access free vaccines under the National Immunisation Program at 6 weeks, 4 months, 6 months, 12 months, 18 months and 4 years of age to provide them with the earliest protection against 13 vaccine preventable diseases. While over 92% of children at 1 and 2 years of age in NSW are fully immunised, at least 95% coverage is needed for effective disease control.

1.2 Requirements under the NSW Public Health Act 2010

The *NSW Public Health Act 2010* prevents ECECS from enrolling children unless they provide an AIR Immunisation History Statement stating that they are fully immunised for their age, or have an approved exemption. This encourages on-time childhood vaccination and minimises the transmission of preventable diseases in ECECS. The table below lists the legal responsibilities on ECECS:

When?	What?	More Info?
At enrolment	<p>Approved providers cannot enrol a child unless the parent/guardian has provided an AIR Immunisation History Statement form that shows that the child:</p> <ul style="list-style-type: none">• is fully immunised for their age, or;• has a medical reason not to be vaccinated, or;• is on a recognised catch-up schedule. <p>It is an offence:</p> <ul style="list-style-type: none">• to enrol children who are unimmunised due to their parent's conscientious objection• for a person to forge or falsify an approved immunisation form (which is provided to an early childhood service to enable the enrolment of a child) <p>Record the child's immunisation status on the immunisation register at enrolment.</p>	Page 6-9 Page 11
At each enrolled child's immunisation milestones	Check that an updated approved immunisation form has been provided for each child after each immunisation milestone (6 weeks, 4 months, 6 months, 12 months, 18 months and 4 years of age, as appropriate) and record the details on the immunisation register	Page 11
If a child transfers to another service	Provide a copy of the child's approved immunisation form to the parent/guardian or to the new early childhood service, upon request	Page 11
If the service is being assessed by an officer from the Department of Education	Provide the officer from the Department of Education with access to the service's up to date immunisation register and approved immunisation forms to demonstrate compliance with the immunisation enrolment requirements under the <i>Public Health Act 2010</i>	Page 11

When?	What?	More Info?
If an enrolled child has a vaccine preventable disease	Contact your local public health unit (PHU) on 1300 066 055 and follow their directions relating to the provision of information to parents and/or the exclusion of children	Page 13
If an enrolled child has come into contact with a person with a vaccine preventable disease	A PHU may request that an ECECS exclude an unimmunised child if it is believed that the child has come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at that early childhood service	Page 13

1.3 Exemptions to the immunisation enrolment requirements

The immunisation enrolment and record keeping requirements apply to all children and all early childhood services (including traditional child care services and pre-schools) **except** where described below:

	Permanent Exemptions (The following are permanently exempted)	Temporary Exemptions (The following classes of children can be enrolled without the approved forms but directors of child care facilities must make reasonable efforts to source these forms within 12 weeks from the date of enrolment)
Class of children	Children who have commenced formal schooling, for example those attending before and after school care.	<ul style="list-style-type: none"> Children evacuated following a declared natural disaster Children, who through exceptional circumstances, are determined to be in need of protection and/or placed in emergency care (e.g. children placed in emergency foster care; parent/guardian of a child needing urgent health care and the child is placed in emergency care) Children subject to a guardian order or in out-of-home care Aboriginal or Torres Strait Islander children
Type of service	Services providing education and care to children primarily on an ad hoc, temporary or casual basis (for example crèches in shopping centres and gyms). Note: this does not include the type of service commonly referred to as 'occasional care'.	N/A

2. Australian Immunisation Register

The Australian Immunisation Register (AIR) is a national register that records details of immunisations given to people of all ages in Australia.

2.1 AIR Immunisation History Statement

The AIR provides an Immunisation History Statement to parents/guardians which is used to help keep track of their child's immunisations and as proof of immunisation for enrolment in early childhood services.

Parents/guardians can access updated statements at any time (up to the child being 14 years of age) by:

- using their Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps
- calling the AIR General Enquiries Line on 1800 653 809 (mailed statement may take more than a week to arrive)

2.2 AIR Immunisation Documentation Requirements

To enrol in an ECECS, **parents/guardians must provide a copy of a current AIR Immunisation History Statement** showing that the child is 'up to date' with their immunisations, has an approved medical contraindication or natural immunity to one or more vaccines, is on a recognised catch up schedule or has a medical contraindication.

Other records must **not** be accepted, such as an AIR Immunisation History Statement showing that a child is **not** up to date (unless they are on a recognised catch-up schedule), an Interim NSW Vaccination Objection Form (after 1 January 2018), the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record.

2.3 Overseas records

Overseas immunisation records must not be accepted. Advise the parent/guardian to take their child's immunisation records to an approved immunisation provider to record on the AIR using the AIR Immunisation History Form (see page 9). Overseas records must be translated into English before they can be recorded on the AIR.

When the child's AIR record has been updated with their overseas immunisations, the parent/guardian can request their child's updated AIR Immunisation History Statement (see 2.1 above).

2.4 Temporary Resident Visas and Refugees

Children who have temporary resident or refugee status are required to attend a GP/nurse to have their immunisation status assessed and an AIR Immunisation History Form completed. Parents/guardians should then request an updated AIR Immunisation History Statement that records that a catch up schedule is active.

3. Examples of Approved Immunisation Forms

AIR Immunisation History Statement

Children enrolling in ECECS may be too young to have received all of their childhood immunisations. AIR Immunisation History Statements for children who are up to date will have the words “up to date” recorded on the top left hand side of the statement. The next immunisations and their due date will be recorded in the bottom section of the statement.

The meningococcal B vaccine is not included in the assessment of family assistance payments.

Children should not be excluded from childcare if the meningococcal B vaccine has not been received.

The only approved immunisation forms that can be accepted are listed in the following 6 scenarios.

Scenario 1 – AIR Immunisation History Statement – up to date

Immunisation history statement			
As at: 25 November 2021 For: JANE SMITH Date of birth: 02 March 2020 Individual Healthcare Identifier (IHI): 8003 6086 6695 9671 NIP immunisation status: up to date			
Schedule	Date given	Immunisation	Brand name given
2 months	01 May 2020	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
4 months	01 Jul 2020	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
6 months	01 Sep 2020	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
12 months	01 Sep 2020	Pneumococcal	Prevenar 13
		Measles Mumps Rubella	MMR II
		01 Mar 2021	
18 months	01 Oct 2021	Meningococcal ACWY	Nimenrix
		Hib	ActHib
		Measles Mumps Rubella Varicella	Priorix-Tetra
Other	01 Sep 2020	Diphtheria Tetanus Pertussis	Tripacel
		Meningococcal B	Bexsero
Next NIP immunisation/s due		Date due	
Diphtheria Tetanus Pertussis		02 Mar 2024	Child is up to date.
Poliomyelitis		02 Mar 2024	
Notice/s			

ACTION: Select ‘Up to Date – AIR Immunisation History Statement’ in your immunisation register drop-down list

Scenario 2 – AIR Immunisation History Statement – fully immunised child (4 years and older)

Children who have received all of their scheduled immunisations by 4 years of age will receive an up to date AIR Immunisation History Statement showing that the child does not require any further immunisations before starting primary school.

Immunisation history statement			
As at:		25 November 2021	
For:		JANE SMITH	
Date of birth:		01 January 2017	
Individual Healthcare Identifier (IHI):		not recorded	
NIP immunisation status:		up to date	
Schedule	Date given	Immunisation	Brand name given
2 months	01 Mar 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
4 months	01 May 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
6 months	01 Jul 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
12 months	01 Jul 2017	Pneumococcal	Prevenar 13
	01 Jan 2018	Measles Mumps Rubella	MMR II
		Meningococcal ACWY	Nimenrix
18 months	01 Jul 2018	Hib	ActHib
		Measles Mumps Rubella Varicella	Priorix-Tetra
		Diphtheria Tetanus Pertussis	Tripacel
4 years	01 Jan 2021	Diphtheria Tetanus Pertussis Poliomyelitis	Quadracel
Next NIP immunisation/s due		Date due	
No vaccines due.			
Notice/s			
This individual has received all vaccines required under the National Immunisation Program childhood schedule.			

Child is up to date.

This child is fully immunised.

ACTION: Select ‘Up to Date – AIR Immunisation History Statement’ in your immunisation register drop-down list

Scenario 3A – AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity

Parents/guardians of children who have a medical condition that prevents them from being immunised, or who have natural immunity to a vaccine preventable disease, should attend their GP/nurse to have an AIR Immunisation Medical Exemption Form completed and signed. Parents/guardians should then provide a copy of the completed and signed AIR Immunisation Medical Exemption Form to your service for enrolment.

<p> Australian Government Services Australia</p> <p>medicare</p> <p>When to use this form Use this form if you are a general practitioner, paediatrician, clinical immunologist, infectious disease physician or public health physician and would like to notify the Australian Immunisation Register (AIR) of an individual who has a vaccine exemption due to a medical contraindication or natural immunity.</p> <p>You can record a vaccine exemption due to a medical contraindication or natural immunity online through the AIR site. Vaccine exemptions recorded on the AIR site are processed immediately.</p> <p>This form will not be accepted if it has been altered in any way or is incomplete.</p> <p>For more information Go to servicesaustralia.gov.au/hpair</p> <p>Filling in this form You can fill and sign this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it. If you have a printed form:<ul style="list-style-type: none">• Use black or blue pen.• Print in BLOCK LETTERS.</p> <p>Individual's details</p> <p>1 Medicare card number <input type="text"/> <input type="text"/> <input type="text"/> Ref no. <input type="text"/></p> <p>or</p> <p>Individual Healthcare Identifier (if known) <input type="text"/> 8 0 0 3 6 0 <input type="text"/></p> <p>2 Family name <input type="text"/></p> <p>First given name <input type="text"/></p> <p>Second given name <input type="text"/></p> <p>3 Date of birth (DD MM YYYY) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>4 Gender Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>5 Postal address <input type="text"/> <input type="text"/> Postcode <input type="text"/></p>	<p>Australian Immunisation Register immunisation medical exemption (IM011)</p> <p>Vaccines exempt due to medical contraindication The medical basis for vaccine exemption is to be based on guidance in <i>The Australian Immunisation Handbook</i>. Advice on what constitutes a valid medical exemption to vaccination is provided on page 3 of this form.</p> <p>6 The individual identified on this form has a: <input checked="" type="checkbox"/> permanent vaccine exemption due to medical contraindication because of the following: Tick one only <input type="checkbox"/> previous anaphylaxis (to vaccine/vaccine component) (DD MM YYYY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> significant immunocompromise (live attenuated vaccines only) or <input checked="" type="checkbox"/> temporary vaccine exemption until (DD MM YYYY) <input type="text"/> <input type="text"/> <input type="text"/> due to a non-permanent contraindication because of the following: Tick one only <input type="checkbox"/> acute major medical illness <input type="checkbox"/> significant immunocompromise of short duration (live attenuated vaccines only) <input type="checkbox"/> the individual is pregnant (live attenuated vaccines only)</p> <p> MCA0IM011 2303</p>
--	---

7 Select from the following vaccines:

Live

M-M-R II
Priorix
Priorix-Tetra

Tick all that apply

ProQuad
Rotarix

Non-live

ActHIB
AstraZeneca Vaxzevria
Gardasil 9
Hiberix
Infanrix
Infanrix Hexa
Infanrix IPV

Tick all that apply

Moderna Spikevax
Moderna Spikevax Biv BA.1
Moderna Spikevax Biv BA.4-5
Nimenrix
Novavax NUVAXOVID
Pfizer Comirnaty
Pfizer Comirnaty Biv BA.1
Pfizer Comirnaty Biv BA.4-5
Prevenar 13
Quadracel
Tripacel

Other Specify

Antigens exempt due to natural immunity

Natural immunity to a disease is a valid exemption to vaccination for the antigens listed below. Exemption to a combination of vaccine(s) on the basis of natural immunity is only valid if immunity is confirmed for all vaccine antigens. Advice on what constitutes acceptable evidence of natural immunity is provided on page 3 of this form.

8 The individual has a natural immunity to:

Hepatitis B Mumps Varicella
Measles Rubella

This has been confirmed by:

Laboratory testing Date of test (DD MM YYYY)

 or
 Physician-based clinical diagnosis Date of diagnosis (DD MM YYYY)

Privacy and your personal information

9 The privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Provider's declaration

10 I declare that:

- I am eligible to certify immunisation medical exemptions under the *Australian Immunisation Register Act 2015* and its amendments
- the information I have provided in this form is complete and correct.

I understand that:

- under the *Australian Immunisation Register Act 2015*, general practitioners, as defined in the *Health Insurance Act 1973*, are eligible to certify immunisation medical exemptions on the Australian Immunisation Register.
- paediatricians, public health physicians, infectious diseases physicians, and clinical immunologists are also eligible to certify immunisation medical exemptions on the Australian Immunisation Register.
- this form will not be accepted if it has been altered in any way or is incomplete.
- giving false or misleading information is a serious offence, under the *Criminal Code Act 1995 (Cth)*. Services Australia regularly undertakes audits and can make relevant enquiries to make sure recipients receive the correct entitlement. If we become aware of the provision of false or misleading information, or any fraudulent activity, to the extent permitted by law, the Commonwealth will pursue the relevant person(s).

Medicare Provider number or AIR Registration number

Provider's full name

Provider's signature



On completion, insert digital signature or print and sign.

Date (DD MM YYYY)

Returning this form

Return the completed form online using your PRODA account and the Form upload function in Health Professional Online Services (HPOS). For more information, go to servicesaustralia.gov.au/hpos

Reset form

Print form

Scenario 3B – AIR Immunisation History Statement – Medical contraindications or natural immunity

Alternatively, parents/guardians can:

- request that the signed AIR Immunisation Medical Exemption Form is forwarded to the AIR for processing, and
- request an updated AIR Immunisation History Statement that reflects that a medical contradiction or natural immunity has been recorded, and
- present the updated AIR Immunisation Statement to your service for enrolment

Immunisation history statement			
As at:		25 November 2021	
For:		JANE SMITH	
Date of birth:		01 January 2017	
Individual Healthcare Identifier (IHI):		not recorded	
NIP immunisation status:		up to date	
Schedule	Date given	Immunisation	Brand name given
2 months	01 Mar 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
4 months	01 May 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
6 months	01 Jul 2017	Diphtheria Tetanus Pertussis Hib Hepatitis B Poliomyelitis	Infanrix Hexa
	01 Jul 2017	Pneumococcal	Prevenar 13
12 months	01 Jan 2018	Meningococcal ACWY	Nimenrix
	01 Jul 2018	Hib	ActHib
18 months	01 Jul 2018	Diphtheria Tetanus Pertussis	Tripacel
			Quadracel
4 years	01 Jan 2021	Diphtheria Tetanus Pertussis Poliomyelitis	
Next NIP immunisation/s due		Date due	
No vaccines due.			
Notice/s			
Medical contraindication to MMR II recorded on 25 Nov 2021.			
Natural immunity to Varicella recorded on 25 Nov 2021.			
This individual has received all vaccines required under the National Immunisation Program childhood schedule.			

Child is up to date.

Medical contraindication and/or natural immunity to one or more vaccines will be listed here (mailed version of the AIR Immunisation History Statement is shown)

ACTION: Select ‘Medical Exemption – AIR Immunisation Medical Exemption Form’ from the drop-down list in your Immunisation Register

Scenario 4A – AIR Immunisation History Form – Catch-up Schedule

Parents/guardians should attend their GP/nurse to complete an AIR Australian Immunisation History Form where their children's vaccinations are not recorded on the AIR (i.e. for vaccines given overseas) or where the child is about to commence a catch-up schedule for any overdue vaccines. The AIR Immunisation History Form must be signed and dated by a GP/nurse.

 Australian Government
Services Australia

medicare

Australian Immun著isation Register immunisation history form (IM013)

When to use this form
Use this form when the Australian Immun著isation Register (AIR) does not have the complete immunisation history for an individual and another vaccination provider performed the service.
You can record an individual's immunisation history online through the AIR site or your practice management software (PMS), instead of using this form.

Proof of immunisation
Obtain proof of immunisation before completing Part B of this form and the declaration at Part C (such as written documentation or confirmation from the last vaccination provider).

Immunisation history

Part A - Individual's details

- Record the personal details of the individual.
- Check the individual's immunisation history on the AIR** using Health Professional Online Services (HPOS), the AIR site, or by phoning the enquiry line on 1800 653 809. Call charges may apply.
- The AIR only records immunisations given on or after 1 January 1996.
- Under the *Australian Immunisation Register Act 2015* vaccination providers must report vaccines given under the National Immunisation Program, COVID-19 vaccines and influenza vaccinations, to the AIR.

Part B - Immunisation details

- The **Age** column is the recommended age at which a vaccine is administered.
- Under the *Australian Immunisation Register Act 2015*, you must include the vaccine batch number. List the vaccine batch number in the **Batch** column. If the vaccine was administered overseas and the **Batch** number is not available, please enter 'not recorded' in the field.
- If you do not know the vaccine brand name, you can write the generic term in the **Other (specify)** section (for example, DTPa instead of Infanrix).
- If the individual has received a vaccination for an antigen not shown on the form, write the vaccine brand name or antigen in the **Other (specify)** section.

Immunisations given overseas

- If the immunisations were given to the individual while overseas, provide the name of the country where administered. This is mandatory for all COVID-19 vaccinations.
- Write the generic vaccine term in the **Other (specify)** section if you do not know the vaccine brand name, or if it has not been in use in Australia (for example, DTP for a diphtheria, tetanus and pertussis vaccine, as the vaccine term is well known).

Part C - Vaccine provider's details and declaration

- A recognised vaccination provider must complete Part C, for example, general practitioners, councils or health services.
- Supply your Medicare provider number (for medical practitioners) or AIR registration number (for other vaccination providers) in the space provided.

For more information
Go to servicesaustralia.gov.au/hpair

Filling in this form
You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

Part A – Individual's details

1 Medicare card number Ref no.
or
Individual Healthcare Identifier (if known)
 8 | 0 | 0 | 3 | 6 | 0 |

2 Family name
First given name
Second given name

3 Postal address
 Postcode

4 Date of birth (DD MM YYYY)

5 Gender
Male
Female


CLK0IM013 2112

IM013.2112

1 of 3

ACTION: Select 'Catch-up Schedule – AIR Immunisation History Statement' from the drop-down list in your immunisation register

Part B – Immunisation details – Only immunisations that are not already recorded on the AIR need to be included on this form.

Age	Vaccines given (mark with an X)	Batch number	Date of immunisation	Country of administration if given overseas (if known)
Birth	Engerix-B <input type="checkbox"/> HBVax II <input checked="" type="checkbox"/>		/ /	
2 months	Infanrix Hexa <input type="checkbox"/>		/ /	
	Oral Polio <input type="checkbox"/>		/ /	
	Prevenar 13 <input type="checkbox"/>		/ /	
	Rotarix <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
4 months	Infanrix Hexa <input type="checkbox"/>		/ /	
	Oral Polio <input type="checkbox"/>		/ /	
	Prevenar 13 <input type="checkbox"/>		/ /	
	Rotarix <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
6 months	Infanrix Hexa <input type="checkbox"/>		/ /	
	Oral Polio <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
12 months	M-M-R II <input type="checkbox"/> Priorix <input type="checkbox"/>		/ /	
	Nimenrix <input type="checkbox"/>		/ /	
	Prevenar 13 <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
18 months	Priorix-Tetra <input type="checkbox"/> ProQuad <input type="checkbox"/>		/ /	
	Tripacel <input type="checkbox"/> Infanrix <input type="checkbox"/>		/ /	
	ActHIB <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
4 years	Infanrix IPV <input type="checkbox"/> Quadracel <input type="checkbox"/>		/ /	
	Oral Polio <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
Adolescent 12-16 yrs	Gardasil 9 <input type="checkbox"/> Boostrix <input type="checkbox"/>		/ /	
	Nimenrix <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	
Adult 70 yrs+	Prevenar 13 <input type="checkbox"/>		/ /	
	Zostavax <input type="checkbox"/>		/ /	
	Other (specify)		/ /	
	Other (specify)		/ /	

Part B – continued

	Vaccines given	Batch/lot number	Date of immunisation	Country of administration if given overseas
COVID-19	Vaccine name:		/ /	
	Serial number:			
	Vaccine name:		/ /	
	Serial number:			
	Vaccine name:		/ /	
	Serial number:			
Influenza	Vaccine name:		/ /	
	Serial number:			
Other	Vaccine name:		/ /	
	Serial number:			
Planned catch up for overdue vaccines	Only one catch up schedule can ever be recorded per individual. A follow up is required to make sure individuals return for the planned vaccination. This question may be used to support serological testing for natural immunity or if additional vaccines need to be ordered. A follow up is not required if: <ul style="list-style-type: none">• you have vaccinated the individual and they are no longer overdue for any vaccines, or• you feel the parent/guardian does not intend to vaccinate the individual. If you have organised to commence the individual on a catch up schedule for any overdue vaccines you were unable to administer today, tick this box. <input type="checkbox"/>			

Part C – Vaccination provider's details and declaration**Privacy and your personal information**

- 6 The privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Vaccination provider's details and declaration**7 I certify that:**

- the information I have provided in this form is true and correct.
- I have obtained proof of the vaccination(s) given.

I understand that:

- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

Medicare Provider number or AIR Registration number

Provider's full name

Date (DD MM YYYY)

 Returning this form

Return the completed form online using your PRODA account and the Form upload function in Health Professional Online Services (HPOS). For more information, go to servicesaustralia.gov.au/hpos

[Reset form](#)**[Print form](#)**

Scenario 4B – AIR Immunisation History Statement – Catch-up Schedule

Alternatively, parents/guardians can:

- request that the signed AIR Immunisation History Form is forwarded to the AIR for processing, and
- request an updated AIR Immunisation History Statement that reflects that a catch-up schedule has been recorded, and
- present the updated AIR Immunisation Statement to your service for enrolment

Australian Government
Services Australia

medicare

Immunisation history statement

As at: 14 February 2022
For: ALAN CITIZEN
Date of birth: 10 October 2020
Individual Healthcare Identifier (IHI): not recorded
NIP immunisation status: not up to date - catch up schedule active until 14 Aug 2022

Schedule	Date given	Immunisation	Brand name given
2 months	14 Feb 2022	Hepatitis B	H-B-Vax II

Next NIP immunisation/s due

	Date due
Diphtheria Tetanus Pertussis	10 Dec 2020
Hib	10 Dec 2020
Pneumococcal	10 Dec 2020
Poliomyelitis	10 Dec 2020
Measles Mumps Rubella	10 Oct 2021
Meningococcal ACWY	10 Oct 2021
Varicella	10 Apr 2022
Hepatitis B	14 Apr 2022

Notice/s

Page 1 of 2

Child's status is 'not up to date - catch up schedule active until (date)'. The date indicated must be after the child's enrolment date, otherwise the child cannot be enrolled.

The meningococcal B vaccine is not included in the assessment of family assistance payments. Children should not be excluded from childcare if the meningococcal B vaccine has not been received.

ACTION: Select 'Catch-up Schedule – AIR Immunisation History Form' from the drop-down list in your immunisation register

Australian Immunisation Register immunisation history form									CLAIM ID	
Part A – individual's details										
Medicare number			–	–	Ref no.	/	/	Male	Female	
Family name			First given name						Initial	
Address									Postcode	
Part B – Immunisation details – Only immunisations that are not already recorded on the AIR need to be included on this form.										
Recommended age	Vaccines given (Please mark with an X)							Date of immunisation	If given overseas	
Birth	Engenix-B	HBVax II						/ /		
2 months	Infanrix	InfanrixHepB		Infanrix Hexa		Infanrix IPV		Hexaxim		
	IPOL	Oral Polio								
	Comvax	PedvaxHIB								
	Prevenar 13	Prevenar 7								
	Rotarix	RotaTeq								
	Other (please specify)									
4 months	Infanrix	InfanrixHepB		Infanrix Hexa		Infanrix IPV		Hexaxim		
	IPOL	Oral Polio								
	Comvax	PedvaxHIB								
	Prevenar 13	Prevenar 7								
	Rotarix	RotaTeq								
	Other (please specify)									
6 months	Infanrix	InfanrixHepB		Infanrix Hexa		Infanrix IPV		Hexaxim		
	IPOL	Oral Polio								
	Prevenar 13	Prevenar 7								
	RotaTeq									
	Other (please specify)									
	M-M-R II	Priorix								
12 months	Comvax	Hiberix		PedvaxHIB						
	Meningitec	NeisVac-C		Menigitte		Menitorix				
	Other (please specify)									
	Varilrix	Varivax								
	Priorix-Tetra	ProQuad								
	Triapacel	Infanrix								
18 months	Other (please specify)									
	Infanrix	Infanrix IPV		Quadracel		Triapacel				
	IPOL	Oral Polio								
	M-M-R II	Priorix								
	Other (please specify)									
	Other (please specify)									
4 years	Infanrix	Infanrix IPV		Quadracel		Triapacel				
	IPOL	Oral Polio								
	M-M-R II	Priorix								
	Other (please specify)									
	Other (please specify)									
	Planned catch up for overdue vaccines	If you have organised to commence the individual on a catch up schedule for any overdue vaccines you were unable to administer today, tick this box. Please follow up with the family to ensure they return for the planned vaccination as only one catch up schedule can ever be recorded per child. This section may be used to support testing of natural immunity or when ordering in additional required vaccines. You should not tick the box if: <ul style="list-style-type: none">• you have vaccinated the individual and they are no longer overdue for any vaccines, or• you feel the parent/guardian does not intend to vaccinate their child								
Part C – Vaccination provider's details and declaration										
Note: A recognised vaccination provider must complete and sign this section (e.g. GP, Council, etc.).										
Medicare provider/ AIR registration number				Provider name						
I certify that the information provided on this form is true and correct and that I have obtained proof of the vaccination(s) given.										
Giving false or misleading information is a serious offence.										
Provider's signature			Date							
IM013.1609		1 of 1		CLIK01M013.1609						
				Reset form	Print form					

Immunisation providers complete Part B (birth to 4 years of age) to record vaccines that have previously been given but are not recorded on the AIR (i.e. vaccines given overseas), and/or to record vaccines given by the immunisation provider on the day (i.e. catch-up vaccination)

Immunisation providers mark this box to document that they have commenced the child on a catch-up schedule for vaccines not given on the day

Check that all parts have been completed. In Part C the GP/nurse must provide their Medicare provider/AIR registration number, full name, date and signature.

ACTION: Select 'Catch-up Schedule – AIR Immunisation History Statement' from the drop-down list in your immunisation register

4. Scenarios

The vast majority of children in NSW are up to date with their immunisations (including where they have a medical contraindication or natural immunity), however a small number are not up to date or are on a recognised catch-up schedule. All parents must provide early childhood services with an approved immunisation form for their child to be enrolled (see Section 3). The scenarios below have been developed to help your service understand what to do when parents present with various documents or no documentation.

Is this your situation?	This is what you should do
Parent/guardian does not provide the appropriate immunisation documentation (as outlined in Section 3) Note: This child is NOT on a catch up schedule.	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian that under the <i>NSW Public Health Act 2010</i> , their child cannot be enrolled until an approved immunisation form is provided.
Parent/guardian provides an AIR Immunisation History Statement which states that the child is 'not up to date'. * Note: This child is NOT on a catch up schedule.	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian to take their child to their GP/nurse to arrange catch-up vaccination for their child and request that an AIR Immunisation History Form is completed. The parent/guardian must provide a copy of the completed and signed AIR Immunisation History Form OR an updated AIR Immunisation History Statement that records that the child is on a catch-up schedule (see Scenarios 4A and 4B). *The meningococcal B vaccine is not included in the assessment of family assistance payments. Children should not be excluded from childcare if the meningococcal B vaccine has not been received.
Parent/guardian advises they cannot provide an AIR Immunisation History Statement as their child has a medical contraindication to some or ALL immunisations.	Do not enrol this child until the parent/guardian provides a copy of the AIR Immunisation History Statement that records that the child is 'Up to date' and has any medical contraindications recorded. Advise the parent/guardian to take their child to their GP/nurse to arrange for an AIR Immunisation Medical Exemption Form to be completed and submitted to the AIR. The form must indicate exemptions or immunity for some or all diseases. The parent/guardian must provide a copy of the completed and signed AIR Immunisation Medical Exemption Form OR an updated AIR Immunisation History Statement that records the medical contraindications (see Scenarios 3A and 3B).
Parent/guardian advises that their child was immunised overseas and they do not have an AIR Immunisation History Statement	Do not enrol this child until an approved immunisation form is provided. Advise the parent/guardian to take their child to their GP/nurse and request that their immunisation history is reviewed and an AIR Immunisation History Form is completed to update the child's records on the AIR or record that a catch-up schedule has been organised. The parent/guardian must provide a copy of the completed and signed AIR Immunisation History Form OR an updated AIR Immunisation History Statement that records that the child is on a catch-up schedule (see Scenarios 4A and 4B).
Parent/guardian advises they are unable to provide an AIR Immunisation History Statement as they have a conscientious objection to vaccination.	Do not enrol this child. Conscientious objection to vaccination is not an approved exemption.
Parent/guardian advises that they have lost their child's AIR Immunisation History Statement.	Do not enrol this child until an approved immunisation form is provided. Advise the parent to contact the AIR and request an updated AIR Immunisation History Statement (see page 5).
After enrolment, parent/guardian fails to provide an updated AIR Immunisation History Statement after the child's next milestone OR more than 12 weeks after a child with a temporary exemption has been enrolled	Continue enrolment of the child. Make all reasonable attempts to follow up with the parent/guardian to receive an updated AIR Immunisation History Statement that reflects the child's current immunisation status.

5. Immunisation record keeping

5.1 What records must be kept?

Under the *NSW Public Health Act 2010*, early childhood services must maintain an immunisation register that records the immunisation status and forms held for all enrolled children. This information is used by the PHU to manage outbreaks of vaccine preventable diseases.

5.2 What is the NSW Health early childhood immunisation register?

The NSW Health early childhood immunisation register is a template provided by NSW Health to record the up to date immunisation status of children at enrolment and after each immunisation milestone as required under the *Public Health Act 2010*. An electronic version of the template in MS Excel format is available for download on the NSW Health website (www.health.nsw.gov.au/immunisation) and a screenshot is included in this toolkit to demonstrate how the immunisation status of each enrolled child should be recorded (see page 18). The register contains drop-down options for each immunisation milestone which will assist your service to ensure that they only enrol children with the appropriate documentation and it will also facilitate regular follow-up of all enrolled children to make sure that up to date documentation is held for each child.

ECECS should ensure that their immunisation register is consistent with the NSW Health early childhood immunisation register and can be used to rapidly identify the up to date immunisation status of all enrolled children at any time in the event of an outbreak of a vaccine preventable disease at their service.

5.3 How long must these records be kept?

The immunisation register and immunisation forms must be stored in a secure location and retained for a period of **three years** from the date on which each enrolled child ceases to attend the service, and be produced for inspection by the PHU Officer as requested i.e. during an outbreak of a vaccine preventable disease.

5.4 What if a child transfers to another service?

Should a child transfer to another service, a copy of the child's immunisation documentation must, if requested, be provided to:

- the parent/guardian for enrolment at the new early childhood service, or
- the new ECECS where the child is due to enrol

5.4 How are the immunisation enrolment and record keeping requirements enforced?

The Department of Education has primary responsibility for regulating the early childhood sector and is assisting NSW Health to ensure these requirements are being met. Officers of the Department of Education will be checking as part of routine compliance activities that services are:

- only enrolling children who are fully immunised for their age, have a medical reason not to be immunised, or are on a recognised catch-up schedule following receipt of approved forms, and
- maintaining an immunisation register that records the up to date immunisation status of all enrolled children.

5.5 What about privacy?

Privacy regarding the immunisation status of all enrolled children must be maintained at all times. Should a parent/guardian enquire about the immunisation status of another enrolled child(ren), this information must not be provided. The immunisation status of enrolled children should only be provided to PHU staff upon request, for example, during an outbreak of a vaccine preventable disease.

Officers of the Department of Education are authorised to inspect the immunisation register.

6. Immunisation Register Template

**Early Childhood Education and Care Service
Immunisation Register - Currently Enrolled Children**

Service Name:

Example sheet

Up to date - AIR Immunisation History Statement
Medical Exemption - AIR Immunisation History Statement
Catch up schedule - AIR Immunisation History Form
Temporary exemption (valid for 12 weeks from date of issue)
NSW Interim vaccination objection form (ONLY if s

Please note:

"Age (months) at enrolment" contains a password protected formula.

"Age (months)", "Today's date" is in the yellow highlighted cell and contains a password protected formula.

"Evidence provided at enrolment" and "1.5 months - 48 months" contain drop down menus.

7. Vaccine preventable diseases, including staff vaccination

The National Health and Medical Research Council's (NHMRC) *Staying Healthy – Preventing infectious diseases in early childhood education and care services (5th edition, updated June 2013)* is a best practice tool that provides information for educators to help limit the spread of illness and infectious diseases in their services.

In addition to children being fully up to date with their immunisations, it is recommended that ECECS have a comprehensive staff vaccination program in place as a work health and safety measure and to help manage the risk of diseases transmission in their service. In particular, it is recommended that educators at ECECS are protected against influenza, measles, mumps, rubella, diphtheria, tetanus, whooping cough, varicella and hepatitis A.

Staying Healthy – Preventing infectious diseases in early childhood education and care services

(5th edition, updated June 2013) is available along with additional resources (wall posters and brochures) at:

<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

Notifiable vaccine preventable diseases under the *Public Health Act 2010*:

Disease	Description
Diphtheria	Bacterial disease spread by respiratory droplets – causes severe throat and breathing difficulties, nerve paralysis and heart failure
Tetanus	Caused by toxin of bacteria in soil – causes painful muscle spasms, convulsions and lockjaw
Pertussis (whooping cough)	Bacterial disease spread by respiratory droplets – causes ‘whooping cough’ with prolonged cough lasting up to 3 months
Haemophilus Influenzae type b (Hib)	Bacterial disease spread by respiratory droplets – causes meningitis (infection of tissues around brain), epiglottitis (blockage of airway), septicaemia (blood infection) and septic arthritis (joint infection)
Polio	Virus spread in faeces and saliva – causes fever, headache and vomiting and may progress to paralysis
Measles	Highly infectious virus spread by respiratory droplets – causes fever, cough and rash
Mumps	Virus spread by saliva – causes swollen neck and salivary glands and fever
Rubella	Virus spread by respiratory droplets – causes fever, rash and swollen glands but can cause severe birth defects in babies of infected pregnant women
Meningococcal C	Bacteria spread by respiratory droplets – causes septicaemia (blood infection) and meningitis (infection of tissues around brain)

Approved providers are required to notify vaccine preventable diseases to their local public health unit (PHU) on 1300 066 055

8. NSW Immunisation Schedule

The NSW Immunisation Schedule lists all the funded vaccines and the ages they are recommended to be given under the National Immunisation Program. The current version is available on the NSW Health website at www.health.nsw.gov.au/schedule.

ECECS should routinely review their early childhood immunisation register (see page 11) and follow up with the parents/guardians of children who have not provided an updated immunisation form after each immunisation age milestone.

9. Resources

A number of resources are available in addition to this toolkit to support ECECS and parents to understand the immunisation enrolment requirements in early childhood services and to answer general questions about immunisation.

Parent brochure

A parent brochure has been developed to help parents/guardians understand the immunisation enrolment requirements in early childhood services.

This brochure can be ordered by sending a request to NSW Health's Better Health Centre at NSLHD-BHC@health.nsw.gov.au (ask for the childcare parent brochure and include a contact name, contact number and delivery address).

Link: www.health.nsw.gov.au/immunisation

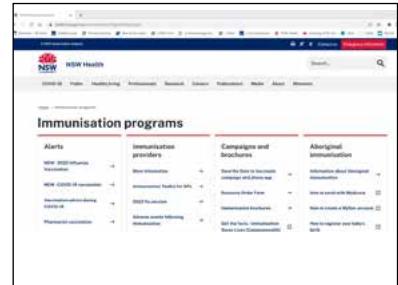


NSW Health immunisation webpage

The NSW Health Immunisation webpage provides the most up to date information on which immunisations are needed at each milestone.

Detailed Q&As are available in the 'Childhood vaccination' section under 'Child care enrolment'.

Link: www.health.nsw.gov.au/immunisation



NSW Health 'On time childhood vaccination' website

The 'On time childhood vaccination' website provides comprehensive immunisation information including videos and a printable personalised immunisation schedule.

Link: https://www.health.nsw.gov.au/immunisation/app/Pages/default.aspx?utm_source=print&utm_campaign=STDTV



10. Template letter

Parent enrolment letter

[Insert name] Early Childhood Education and Care Service

[insert date]

Dear [insert name]

Re: Child Care Enrolment

I am contacting you regarding your application to enrol your child at the [insert name] Early Childhood Education and Care Service.

There are a few documents we require from you to process your child's application. These are:

1. A birth certificate
2. Proof of address
3. Under the *NSW Public Health Act 2010*, you must provide an Immunisation History Statement from the Australian immunisation Register (AIR) that states that your child is up to date with their vaccinations, has a medical contraindication to vaccination or is on a catch up schedule. Other forms are not acceptable.

Other immunisation records, such as the **Interim NSW Vaccination Objection Form, Blue Book, a GP letter or an overseas immunisation record are not acceptable.**

You can request an AIR Immunisation History Statement for your child at any time by:

- using your Medicare online account through myGov at <https://my.gov.au/>
- using the Medicare Express Plus App at www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps
- calling the AIR General Enquiries Line on 1800 653 809

Yours sincerely,

[insert name] Director

[insert name] Early Childhood Education and Care Service

