



Government of **Western Australia**
Department of **Health**



Western Australian Immunisation Requirements

**Guidelines for persons in charge of child care services,
community kindergartens and schools**

Including immunisation requirements for enrolment into
child care services, pre-kindergarten and kindergarten

Produced by

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Sections of these Guidelines may be removed and replaced with updated information as necessary.

Disclaimer

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Definitions

A list of definitions is included below to help child care services, community kindergartens and schools understand key terms used in these Guidelines.

Australian Immunisation Register (AIR)

The national register under the *Australian Immunisation Register Act 2015* that records all vaccines given to all people in Australia. Recognised immunisation providers can send immunisation information to the AIR.

AIR Immunisation History Form

A form completed by a recognised immunisation provider when the AIR does not have the complete immunisation history for a child. This form may be used to record that a child is on a planned catch-up schedule for any overdue immunisations.

AIR Immunisation History Statement

A statement from the AIR produced for each child that indicates their immunisation status (up to date, or not up to date), all immunisations received, any immunisations due or overdue, whether the child has received all vaccines required by 5 years of age, and if a valid medical exemption is recorded.

Child care services

An education and care service as defined in the *Education and Care Services National Law* (Western Australia) s.5(1), or a child care service as defined in the *Child Care Services Act 2007* s.4.

- **Includes:** long day care and family day care services.
- **Does not include:** occasional care, mobile services or any outside schools hours care service or school holiday services etc.

Community kindergarten

A kindergarten registered under the *School Education Act 1999* that is supported by the Department of Education, and is not located at a school, but is linked to a school. The principal of the linked school is responsible for the enrolment process.

Enrolment

The formal process of offering and accepting a place for a child in a specific child care service, community kindergarten or school and knowing when the child will start to attend. A child is enrolled when a parent/guardian provides the required documentation (e.g. birth certificate, proof of address, AIR Immunisation History Statement) and the enrolment form is completed, in some cases, with payment of a deposit.

Applying for a place or being on a waitlist for a place means the child is not yet enrolled at the child care service, community kindergarten or school.

Recognised immunisation provider

A recognised vaccination provider as defined in the *Australian Immunisation Register Act 2015*. For example, this is a qualified health provider who can administer immunisations and record them on the AIR in the following settings (not exclusive to): general practice (GPs), local council immunisation services, Aboriginal Medical Services (AMSs), hospitals, school based immunisation programs, travel medicine clinics and community health centres.

Kindergarten programs

Pre-kindergarten and kindergarten are non-compulsory education programs, primarily provided through community kindergartens, schools, and some child care services.

Public health unit (PHU)

Public health unit staff are responsible for preventing, identifying, and minimising public health risks to the community, including working with early childhood services to manage disease outbreaks.

School

A government school (public), or a non-government school, as defined in the *School Education Act 1999*.

Quick guide to WA's immunisation requirements

What you need to do

1. Request, obtain, and assess an immunisation certificate for each child applying to enrol

Only acceptable documentation:

- [Australian Immunisation Register \(AIR\) Immunisation History Statement](#), no more than two months old
- [AIR Immunisation History Form](#), no more than six months old, if the child is on a catch up schedule
- a valid immunisation certificate issued or declared by the Chief Health Officer.

2. For child care service, pre-kindergarten and kindergarten enrolments, ensure each child meets immunisation requirements for enrolment

Only enrol a child:

- whose AIR Immunisation History Statement is 'up to date',
- who is following an approved catch-up schedule as indicated on the child's AIR Immunisation History Form;
- who has a valid immunisation certificate issued or declared by the Chief Health Officer, or
- if you are satisfied the child is exempt because of particular family circumstances.

3. Report under-vaccinated children

When directed to, report any child who is enrolled in a child care service, pre-kindergarten and kindergarten with an immunisation status that is 'not up to date'. This includes where:

- the child has an immunisation certificate issued or declared by the Chief Health Officer;
- the child is following a catch-up schedule for missing vaccinations, as prescribed by the regulations; and
- the child is exempt because of particular family circumstances.

Similarly, children enrolled in other school years, may be requested to be reported.

4. Where required, provide parents/guardians with relevant information

- immunisation requirements for enrolment
- for resources, see [Sections 7](#) and [9](#).

What you don't need to do

- You do not need to know the National Immunisation Program Childhood Immunisation Schedule.
- You do not need to provide medical or immunisation advice to parents/guardians.
- You do not need to stop children already enrolled from attending your service.
- You do not need to maintain an ongoing record of each enrolled child's immunisation status. This is highly desirable to enable you to manage infectious disease exposures but not required by legislation, which only applies at the point of enrolment.

1. Introduction

The Western Australian Government has amended the [Public Health Act 2016](#) (WA) and the [School Education Act 1999](#) (WA) to introduce immunisation requirements for enrolment into child care services, community kindergartens and schools.

These changes will assist to better protect young and vulnerable WA children and the wider community from vaccine-preventable diseases.

These Guidelines have been developed to support persons in charge of child care services, community kindergartens and schools to comply with their legal responsibilities in relation to the immunisation status of children.

1.1 Overview of WA's immunisation requirements

Under recent changes to the [Public Health Act 2016](#) (WA) and the [School Education Act 1999](#) (WA), persons in charge of child care services, community kindergartens and schools have legal responsibilities in relation to the immunisation status of children, as outlined below.

For child care services, community kindergartens and schools

- **Collect immunisation status** information at the time of a child's enrolment in child care services, community kindergartens and schools.
- **Report the immunisation status** of enrolled children to the Chief Health Officer, when directed to do so.
- **Report a child** who has or is reasonably suspected to have contracted a vaccine preventable notifiable infectious disease to the Chief Health Officer, when directed to do so.
- **Not permit a child to attend or participate in an educational programme** of the child care service, community kindergarten or school, if the child has not been immunised against a vaccine preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.
- **Close the whole or part of the child care service, community kindergarten or school** in order to limit or prevent the spread of a vaccine preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.

Additional legal requirement for child care services, pre-kindergarten and kindergarten, only

Effective 22 July 2019

- **Only enrol a child:**
 - whose AIR Immunisation History Statement is dated no more than two months old and is 'up to date'; or
 - who is following an approved catch-up schedule as indicated on the child's AIR Immunisation History Form that is dated no more than six months old; or
 - who has a valid immunisation certificate issued or declared by the Chief Health Officer; or
 - if you are satisfied the child is exempt because of particular family circumstances.

2. Collect immunisation status of all children

At enrolment, the parent/guardian of the child is required to give the immunisation status of the child to the person in charge of the child care service, community kindergarten or school.

The only acceptable documentation is:

- an AIR Immunisation History Statement no more than two months old; or
- an AIR Immunisation History Form no more than six months old, only if the child is on a catch-up schedule, or
- a valid immunisation certificate issued or declared by the Chief Health Officer.

Persons in charge of child care services, community kindergartens and schools must take all reasonable steps to ensure that the parent/guardian for the child provides the immunisation status of the child. Penalty \$1,000.

This requirement applies whenever a child enrolls into:

- a child care service (long day care and family day care, only)
- a pre-kindergarten or kindergarten program
- pre-primary
- a secondary school
- a new child care service, community kindergarten or school.

2.1 AIR Immunisation History Statement

A child's current AIR Immunisation History Statement can be accessed at any time by the parent/guardian through:

- MyGov, by logging in to their Medicare online account
- Medicare Express Plus App, by logging into their Medicare account
- Visiting a Medicare or Centrelink office, or
- Calling the AIR General Enquiries Line on 1800 653 809 to request an AIR the Statement to be posted.

Individuals that are not registered with Medicare can still have an AIR record. An immunisation provider is able to assist in registering a child on AIR, as well as commence a child on a catch-up schedule for any missing vaccinations. See [Section 2.2](#).

Parents are automatically sent an AIR Immunisation History Statement when their child has completed the four-year old vaccination schedule.

If parents/guardians have had their child fully vaccinated but the child's AIR Immunisation History Statement is not up to date, they are advised to contact their immunisation provider and ask them to update the information on the AIR.

Alternatively, parents/guardians can email a photo of their child's vaccination records along with their child's Medicare number and date of birth to their [local public health unit](#) (Healthy WA) and the AIR records will be updated accordingly.

If any details such as name or date of birth are incorrect on the AIR, or if you have recently changed your address, please call the Medicare general enquiries line anytime on 132 011 and ask to have these updated.

Vaccine exemption due to medical reasons or natural immunity

If a child cannot receive one or more vaccines for certain medical reasons or the child has natural immunity, parents need to contact their GP in the first instance. If a vaccine exemption is warranted, the medical practitioner needs to advise the AIR online or by completing and submitting the AIR – Immunisation Medical Exemption Form.

Children who have a valid medical exemption to vaccination or natural immunity will have an immunisation status that is recorded as 'up to date' on their AIR Immunisation History Statement.

Example AIR Immunisation History Statement – up to date



Australian Government
Department of Human Services



Immunisation history statement			
As at:	11 July 2019		
For:	BERNARD O LONG		
Date of birth:	16 January 2016		
Immunisation status:	up to date		Child is up to date. Child meets immunisation requirements for enrolment and can be enrolled.
Schedule	Date given	Immunisation	Brand name given
2 months	16 Mar 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
4 months	16 May 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
6 months	16 Jul 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal	Infanrix Hexa Prevenar 13
12 months	16 Jan 2017	Measles Mumps Rubella Hib Meningococcal C	MMR II Menitorix
18 months	16 Jul 2017	Diphtheria Tetanus Pertussis Measles Mumps Rubella Varicella	Infanrix Priorix-Tetra
Other	03 Sep 2016	Influenza	Influenza
	01 Apr 2018	Influenza	Influvac Tetra
Next immunisation/s due		Date due	
Polio		16 Jan 2020	
Notice/s			

The child's next due immunisations are listed here.

Example AIR Immunisation History Statement – up to date and fully immunised



Australian Government

Department of Human Services



Immunisation history statement

As at: 11 July 2019
For: POM CHEU AJAY
Date of birth: 01 February 2016
Immunisation status: up to date

Child is up to date. Child meets immunisation requirements for enrolment and **can** be enrolled.

Schedule	Date given	Immunisation	Brand name given
2 months	01 Apr 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
4 months	01 Jun 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
6 months	01 Aug 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
12 months	01 Feb 2017	Measles Mumps Rubella Hib Meningococcal C	MMR II Menitorix
18 months	01 Aug 2017	Diphtheria Tetanus Pertussis Measles Mumps Rubella Varicella	Infanrix ProQuad
4 years	01 Jul 2019	Diphtheria Tetanus Pertussis Polio	Infanrix IPV

Next immunisation/s due	Date due
No vaccines due.	
Notice/s	
This individual has received all vaccines required under the National Immunisation Program childhood schedule.	

This child is fully immunised.

Example AIR Immunisation History Statement – not up to date



Australian Government

Department of Human Services

medicare

Immunisation history statement

As at: 11 July 2019
For: RUTH J KARPENKO
Date of birth: 01 January 2016
Immunisation status: not up to date

Child is not up to date.

Schedule	Date given	Immunisation	Brand name given
2 months	01 Mar 2016	Diphtheria Tetanus Pertussis Hib Polio	DTP PedvaxHIB Poliomyelitis
4 months	01 May 2016	Hib Polio Diphtheria Tetanus Pertussis	PedvaxHIB Poliomyelitis Triple Antigen
6 months	01 Jul 2016	Polio Diphtheria Tetanus Pertussis	Poliomyelitis Triple Antigen
12 months	01 Jul 2016 01 Feb 2017	Hib Hib Measles Mumps Rubella	PedvaxHIB Hiberix MMR II
Other	15 May 2017	Hepatitis A Pneumococcal	Havrix Pneumovax 23

Next immunisation/s due	Date due
Hepatitis B	01 Mar 2016
Meningococcal C	01 Jan 2017
Measles Mumps Rubella	01 Jul 2017
Varicella	01 Jul 2017
Polio	01 Jan 2020
Notice/s	

Example AIR Immunisation History Statement – medical contraindications or natural immunity



Australian Government
Department of Human Services



Immunisation history statement

As at: 01 August 2019
For: RICKY SCHMIDT
Date of birth: 04 May 2015
Immunisation status: up to date

Child is up to date.

Schedule	Date given	Immunisation	Brand name given
2 months	04 Jul 2015	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
4 months	04 Sep 2015	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
6 months	04 Nov 2015	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
12 months	04 May 2016	Hib Meningococcal C Measles Mumps Rubella	Menitorix Priorix
18 months	04 Nov 2016	Diphtheria Tetanus Pertussis Measles Mumps Rubella Varicella	Infanrix Priorix-Tetra
4 years	01 May 2019	Diphtheria Tetanus Pertussis Polio	Quadracel

Next immunisation/s due Date due

No vaccines due.

Notice/s

Medical contraindication to Varilrix recorded on 01 Mar 2019.

This individual has received all vaccines required under the National Immunisation Program childhood schedule.

Information on medical contraindication and/or natural immunity to one or more vaccines appears here

2.2 AIR Immunisation History Form

If a child is following a catch-up schedule, the child's AIR Immunisation History Form, dated no more than six months old, must be provided at enrolment. The AIR Immunisation History Form is completed by an immunisation provider when they have commenced the child on a catch-up schedule for any overdue vaccines. As catch-up schedules are not reflected on AIR Immunisation History Statements, an AIR Immunisation History Form must be signed and dated by the immunisation provider who must forward it to the AIR and provide a copy to the parent/guardian for enrolment.

2.3 Immunisation certificate issued by the Chief Health Officer

The Chief Health Officer (CHO) may issue an immunisation certificate on a case-by-case basis for a child who is 'not up to date':

- for the purposes of meeting immunisation requirements for enrolment in a child care service or kindergarten program, and
- where the CHO is satisfied that but for a special circumstance, the child's immunisation status would be 'up to date.'

To apply for a Chief Health Officer issued immunisation certificate

Parents/guardians are advised to talk to their doctor in the first instance.

Only in situations where the doctor certifies:

- that a special circumstance is applicable to the child, and
- but for this circumstance, the parent/guardian would otherwise intend to vaccinate their child.

The doctor may then advise a Public Health Physician within the Communicable Disease Control Directorate of why the child is 'not up to date'. The doctor may make this advice by email to immunisation@health.wa.gov.au or phone 9222 2486. In this advice, the child's doctor needs to:

- request an immunisation certificate for the child for the purposes of meeting immunisation requirements for enrolment in a child care service or kindergarten program; and
- provide the child's first name, last name, date of birth, Medicare number, parent/guardian contact details, advice on the child's special circumstance and why the child is 'not up to date'.

The CHO will then assess the case, and if satisfied that, but for that special circumstance the child's immunisation status would be up to date, issue an immunisation certificate for the child for a period specified in the certificate, or if no period is specified, for an indefinite period.

Medical exemptions

Currently, should Western Australian parents seek a medical exemption to vaccination for their children, they are advised in the first instance to consult their GP who can complete an AIR Immunisation Medical Exemption Form if certain vaccines require exemption on the basis of a medical condition, or refer the child to the [Perth Children's Hospital's Specialist Immunisation Clinic](#) relating to other special circumstances including adverse events following an immunisation.

2.4 Overseas immunisation records

Overseas immunisation records must not be accepted.

If families have moved to Australia from overseas they need to make sure their child's previous vaccinations are recorded on the Australian Immunisation Register (AIR). To do this, parents/guardians need to take any information about their child's overseas immunisations to their immunisation provider, who will then update the child's AIR record. Following the update to the child's AIR record, parents can then access an updated AIR Immunisation History Statement (see [Section 2.1](#)).

Individuals that are not registered with Medicare can still have an AIR record. An immunisation provider is able to assist in registering a child on AIR, as well as commence a child on a catch-up schedule for any missing vaccinations.

If translating services are required:

- it is recommended that immunisation providers contact their [local public health unit](#) to organise these documents to be translated; or
- overseas immunisation records can be sent to the [Department of Social Services](#) who provide a free document translating service for Australian citizens and immigrants.

Further information for parents is available here: [Starting or moving child care, kindergarten or school – immunisation requirements](#) (HealthyWA).

3. Ensure children meet immunisation requirements for enrolment

Effective 22 July 2019

Applies to all enrolments into child care services (long day care and family day care), pre-kindergarten and kindergarten only.

The person in charge of a child care service, community kindergarten or school is responsible for ensuring that a child is not permitted to enrol into a child care service or kindergarten program unless the child meets **one** of the following requirements.

Immunisation requirement at enrolment	Description	Documentation required
Child's immunisation status is 'up to date'.	As part of enrolment documentation, the parent/guardian must provide the child's AIR Immunisation History Statement. The AIR Immunisation History Statement must be no more than two months old and show the child's immunisation status to be 'up to date'.	AIR Immunisation History Statement no more than two months old indicating the child's immunisation status is 'up to date.' See Section 2.1 for example.
Child is following a catch up schedule prescribed by the regulations.	If a child has an immunisation status that is 'not up to date' but the child is following a catch-up schedule planned by a recognised immunisation provider in accordance with the Australian Immunisation Handbook, the child may still be enrolled. Reporting required: any child enrolled whose immunisation status is 'not up to date' is to be reported to the Chief Health Officer when requested to do so. See Section 4 .	AIR Immunisation History Form no more than six months old indicating the child is on a catch-up schedule. See Section 2.2 for example.

Immunisation requirement at enrolment	Description	Documentation required
<p>Child has an immunisation certificate:</p> <ul style="list-style-type: none"> that is issued by the Chief Health Officer, stating that the child's immunisation status is considered 'up to date' but for a particular circumstance, or that is a document or class of documents declared by the Chief Health Officer, to be an immunisation certificate. 	<p>The Chief Health Officer (CHO) may issue an immunisation certificate for a child for the purposes of meeting immunisation requirements for enrolment in a child care service or kindergarten program, where the CHO is satisfied that but for that exceptional circumstance, the child's immunisation status would be 'up to date.'</p> <p>This CHO immunisation certificate will state that the child's immunisation status is considered 'up to date' but for the special circumstance the child is experiencing.</p> <p>The CHO may, by notice published in the <i>Gazette</i>, declare a document or class of documents to be an immunisation certificate for enrolment purposes.</p> <p>Reporting required: any child enrolled whose immunisation status is 'not up to date' is to be reported to the Chief Health Officer when requested to do so. See Section 4.</p>	<p>CHO issued immunisation certificate.</p> <p>See Section 2.3.</p>
<p>Person in charge is satisfied that the child is exempt because of particular family circumstances.</p>	<p>An exempt child is any child who at the time of enrolment meets the description of a class of children prescribed in regulation 10AB of the <i>Public Health Regulations 2017</i>.</p> <p>Reporting required: any child enrolled whose immunisation status is 'not up to date' is to be reported to the Chief Health Officer when requested to do so. See Section 4.</p>	<p>Various forms of evidence may be used to support a child's eligibility, see Section 3.2.</p> <p>Exemption Eligibility Form (family circumstances), see Section 7.</p>

Penalty \$10,000:

- for any child care service, community kindergarten or school who permits a child to enrol into a child care service or kindergarten program who does not meet one of these requirements.
- for any person who gives false or misleading information to any person pursuant to a requirement under the *Public Health Act 2016* to provide information or produce a record or other document to that person. This offence would include the provision of false or misleading information or documentation in relation to a child's immunisation status.

3.1 Scenarios and suggested responses

The majority of children in WA are up to date with their immunisations (including where they have a medical contraindication or natural immunity), however a small number of children are 'not up to date' and are not on a catch-up schedule prescribed by the regulations.

The scenarios below have been developed to assist child care services, community kindergartens and schools understand what to do when parents/guardians present with various situations.

Scenario	What to do
<p>Parent/guardian needs more information on the Western Australian laws relating to immunisation.</p>	<p>Direct parent/guardian on where to find further information.</p> <p>Advise the parent/guardian that on 22 July 2019, new WA laws relating to immunisation requirements for enrolment came into effect. Under these new laws, a child's immunisation status will affect their eligibility to enrol into child care services, pre-kindergarten and kindergarten.</p> <p>Children enrolling into family day care, long day care and kindergarten programs are required to have an immunisation status that is 'up to date', be on a catch-up schedule prescribed by the regulations, have an immunisation certificate issues or declared by the CHO, or qualify as an exempt child.</p> <p>Inform them that WA Health advises parents/guardians to keep their children's immunisation status 'up to date' at all times. By doing this, the parents/guardians are providing their children with the best protection against serious, life threatening vaccine-preventable diseases and ensuring their children can access early education and care, in addition to family assistance payments provided by Centrelink.</p> <p>See Sections 7 and 9 for further information for parents.</p>
<p>A child who is currently attending a child care service or kindergarten program is not fully immunised.</p>	<p>No action.</p> <p>The legislation applies to new enrolments only, from 22 July 2019 onwards. This includes children who are moving to a different school.</p>
<p>Parent/guardian applied to enrol the child prior to the legislation coming into effect (i.e. prior to 22 July 2019) and the child will commence kindergarten in 2020.</p>	<p>Do not enrol this child until relevant documentation is provided.</p> <p>Enrolment commences by an application and a child is enrolled when all the requirements of the enrolment process are met and the school has registered that enrolment. The school determines what is required for the enrolment and when the child is enrolled.</p>
<p>Parent/guardian does not provide the appropriate documentation to demonstrate their child meets one of the immunisation enrolment requirements.</p>	<p>Do not enrol this child until relevant documentation is provided.</p> <p>Advise the parent/guardian that from 22 July 2019 children must meet immunisation enrolment requirements. See Section 3.</p>

Scenario	What to do
<p>Parent/guardian provides an AIR Immunisation History Statement which shows the child is 'not up to date' but advises the child has had all their scheduled vaccinations. i.e. the AIR Statement is incorrect.</p>	<p>Do not enrol this child until an updated AIR Immunisation History Statement is provided.</p> <p>Advise the parent/guardian to get their child's AIR records updated by their immunisation provider, following which they will need to provide an updated copy of the AIR Immunisation History Statement.</p> <p>See Section 2.1.</p>
<p>Child is 'up to date' and commences kindergarten at age 3; child then turns 4 years old.</p>	<p>No action.</p> <p>The child is 'up to date' at the time of their enrolment.</p>
<p>Parent/guardian advises that their child has a medical condition that prevents the child from being vaccinated.</p>	<p>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.</p> <p>Advise the parent/guardian to take their child to their GP 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 then provide a copy of the updated AIR Immunisation History Statement that records the medical contraindications.</p>
<p>Parent advises that their child has natural immunity to a vaccine-preventable disease.</p>	<p>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'.</p> <p>An exemption to vaccination due to natural immunity can only be determined by, and reported to AIR by a GP.</p> <p>While technically not fully vaccinated, the child's immunisation history statement should clearly show an 'up to date' immunisation status and indicate that the child has natural immunity to a particular disease.</p> <p>If not, the parent should discuss their child's immunisation status with their GP who is responsible for reporting natural immunity.</p> <p>An exemption based on natural immunity can only be given for measles, mumps, rubella, varicella (chickenpox) and hepatitis B.</p>
<p>Parent/guardian advises that their child is on a vaccination catch-up schedule.</p>	<p>Do not enrol this child until the parent/guardian provides a copy of the AIR Immunisation History Form no more than six months old indicating the child is on a catch-up schedule.</p> <p>When a child commences a catch-up schedule for any overdue vaccines, the immunisation provider must complete an AIR Immunisation History Form and provide a copy to the parent/ guardian who then must provide a copy as part of enrolment documentation.</p> <p>See Section 2.2.</p>

Scenario	What to do
<p>Parent/guardian advises they are unable to provide an 'up to date' AIR Immunisation History Statement as they choose not to vaccinate their child.</p>	<p>If the child cannot meet one of the immunisation enrolment requirements, do not enrol this child.</p> <p>See Section 3.</p>
<p>Parent/guardian advises that their child was immunised overseas and they do not have an AIR Immunisation History Statement.</p>	<p>Do not enrol this child until relevant documentation is provided.</p> <p>Advise the parent/guardian to take their child to their immunisation provider and request that the child's overseas immunisation records are reviewed and recorded on AIR.</p> <p>Individuals that are not registered with Medicare can still have an AIR record. An immunisation provider is able to assist in registering a child on AIR, as well as commence a child on a catch-up schedule for any missing vaccinations.</p> <p>Once this is done, they can access an AIR Immunisation History Statement.</p> <p>See Section 2.4.</p>
<p>Parent advises they have treated their child homoeopathically.</p>	<p>If the child cannot meet one of the immunisation enrolment requirements, do not enrol this child.</p> <p>Children who have only had homoeopathic treatments will be shown as 'not up to date' on their AIR Immunisation History Statements.</p>
<p>Parent/guardian provides the child's Purple Book as proof of vaccination.</p>	<p>Do not enrol this child until relevant documentation is provided.</p> <p>Advise parent/guardian that specific documentation is required to prove a child's immunisation status.</p> <p>The only documentation that can be used is either an AIR Immunisation History Statement or other documentation specified in Section 2.</p> <p>The Purple Book is not acceptable proof of vaccination because it only contains hand written updates, may be incomplete, is difficult for services to interpret, and does not clearly indicate a child's immunisation status.</p>

3.2 Exempt children because of particular family circumstances and suggested supporting evidence

Exempt child

A child may be exempt because of particular family circumstances. This is any child who, at the time of enrolment, meets the description of a class of children prescribed in regulation 10AB of the *Public Health Regulations 2017*.


When to assess whether a child is exempt because of particular family circumstances

Persons in charge should use the Exemption Eligibility Form (family circumstance) (see [Section 7](#)) only in a situation where:

- a child is enrolling into a long day care, family day care, pre-kindergarten or kindergarten program; and
- the child's immunisation status is 'not up to date' according to their AIR Immunisation History Statement; and
- the child is not following a 'catch up schedule prescribed by the *Public Health Regulations 2017*; and
- the child does not have immunisation certificate issued or declared by the Chief Health Officer.

The table below provides examples of supporting evidence which a parent/guardian may wish to provide at enrolment in order to satisfy the person in charge of the child care service, community kindergarten or school that their child is an exempt child.

Exempt Child	Description	Suggested supporting evidence
Child is Aboriginal or Torres Strait Islander.	<p>As defined under the <i>Children and Community Services Act 2004</i>:</p> <ul style="list-style-type: none"> • 'Aboriginal child' means a child who is a descendent of the Aboriginal people of Australia. • 'Torres Strait Islander child' means a child who is a descendant of the indigenous inhabitants of the Torres Strait Islands. 	<ul style="list-style-type: none"> • Verbal response. • In the event there is a need to specifically confirm a child's eligibility for this exemption, the Australian Institute of Aboriginal Torres Strait Islander Studies website provides three criteria that Government agencies and community organisations usually accept as confirmation of ATSI heritage: <ul style="list-style-type: none"> • being of Aboriginal or Torres Strait Islander descent; • identifying as an Aboriginal or Torres Strait Islander; and • being accepted as an Aboriginal or Torres Strait Islander person by the community in which they live or formerly lived.

Exempt Child	Description	Suggested supporting evidence
Child is in need of protection.	A child who is in need of protection as defined in s.28(2) of the <i>Children and Community Services Act 2004</i> .	Documentation confirming this from the Department of Communities. e.g. child protection order; s.35 warrant (provisional protection and care) issued by a magistrate; letter from Department of Communities advising child is under provisional protection and care under s.37 of the Act.
Child is living in crisis accommodation.	A child who is living in crisis or emergency accommodation because of family violence or a risk of family violence, or homelessness.	Documentation confirming this from the Department of Communities, Housing Authority or a relevant not for profit service.
Evacuated child.	A child who has been evacuated from their ordinary place of residence because it is in an area of the State to which a declaration made under the <i>Emergency Management Act 2005</i> , section 56 applies.	<ul style="list-style-type: none"> Verbal response. Documentation confirming state of emergency in the relevant residence's area.
Child is in the care of an adult, other than their parent or guardian.	A child who is in the care of an adult, other than the child's parent or guardian, because of exceptional circumstances. e.g. illness or incapacity of their parent or guardian.	Documentation confirming this arrangement e.g. letter from the parent or guardian's medical practitioner or another third party who has regular interactions with the family and can independently verify the family's circumstances e.g. medical practitioner, social worker etc.
Child is in the care of a responsible person who holds a valid: <ul style="list-style-type: none"> Health Care Card; Pensioner Concession Card; or Veterans' Affairs White Card or Veterans' Affairs Gold Card. 	These are Commonwealth issued cards, available to certain eligible persons. <ul style="list-style-type: none"> Health Care Card is an automatic issue concession card that provides cheaper medicines and other discounts. It is issued under the <i>Social Security Act 1991</i>. 	Sight a copy of the valid cards: 

Exempt Child	Description	Suggested supporting evidence
	<p>Pensioner Concession Card is a concession card that provides cheaper health care, medicines and other discounts. It is issued under the <i>Social Security Act 1991</i> (Commonwealth) section 1061ZF.</p> <p>Veterans' Affairs White Card entitles the holder to care and treatment for accepted injuries or conditions that are war caused or service related, and symptoms of unidentifiable conditions that arise within 15 years of service. It is issued under the <i>Veterans' Affairs Entitlements Act 1986</i>.</p> <p>Veterans' Affairs Gold Card entitles the holder to funding for services for all clinically necessary health care needs, and all health conditions, whether they are related to war service or not. It is issued under the <i>Veterans' Affairs Entitlements Act 1986</i>.</p>	  
<p>Child first entered Australia less than 6 months before the time of enrolment and holds or parent holds, one of the following visa subclasses: 200, 201, 202, 203, 204, 785, 790, or 866.</p>	<p>A child who first entered Australia not more than 6 months before the time of enrolment and who holds, or whose parent holds, a visa (as defined in the <i>Migration Act 1958</i> (Commonwealth) section 5(1)) of one of the following subclasses:</p> <ul style="list-style-type: none"> ■ subclass 200 (Refugee) ■ subclass 201 (In-country Special Humanitarian) ■ subclass 202 (Global Special Humanitarian) ■ subclass 203 (Emergency Rescue) ■ subclass 204 (Woman at Risk) ■ subclass 785 (Temporary Protection) ■ subclass 790 (Safe Haven Enterprise) ■ subclass 866 (Protection). 	<ul style="list-style-type: none"> ■ Sighting of the relevant refugee, humanitarian or protection visa; or ■ Sighting of documentation confirming visa status from the Department of Home Affairs or the WA Humanitarian Entrant Health Service.

4. Report under-vaccinated children

Under regulation 10C of the *Public Health Regulations 2017*, the Chief Health Officer may direct the relevant person in relation to a school including community kindergarten, or the persons in charge of a child care service to provide a report to the Chief Health Officer in respect of information given to that person about the immunisation status of children enrolled at the school, community kindergarten or child care service.

4.1 When to report

Child care services: are required to report any child who is enrolled with an immunisation status of 'not up to date', any time such a child enrolls in the child care service.

Non-government schools: are required to report any enrolled child with an immunisation status of 'not up to date' when requested to do so by the Chief Health Officer, and this will usually occur during Term 1 each year.

Public schools: are not required to report this information individually. The Department of Education will provide reports in relation to children enrolled in public schools, including community kindergartens, with an immunisation status of 'not up to date' when requested to do so by the Chief Health Officer, and this will usually occur during Term 1 each year.

At other times

The Chief Health Officer may request reports of the immunisation status of children enrolled in a child care service, community kindergarten or school at other specified times. For example, during the outbreak of a vaccine-preventable disease.

Penalty \$1,000: for any child care service, community kindergarten or school which does not provide this report when requested to do so.

Child care service and kindergarten program enrolments

It is particularly important that any child who is enrolled into a child care service or kindergarten program whose immunisation status is 'not up to date', is reported. This includes where:

- the child has an immunisation certificate issued by the Chief Health Officer, stating that the child's immunisation status is considered 'up to date' but for a special circumstance the child is experiencing; or
- the child has an immunisation certificate that is a document or class of documents declared by the Chief Health Officer to be an immunisation certificate; or
- the child is following a catch up schedule for overdue vaccinations, as prescribed by the regulations; or
- the child is exempt because of particular family circumstances.

4.2 How to report

When requested by the Chief Health Officer, the person in charge of the child care service or non-government school is required to complete the [Immunisation Status of a Child Reporting Form](#) for all children enrolled who meet the above criteria.

This form must be submitted by the person in charge. By submitting this form, you confirm that the person in charge has approved the information to be provided.

All information goes to the Department of Health, who will contact the families of these children to provide support in accessing local immunisation services.

4.3 Information to report

When reporting a child whose immunisation status is 'not up to date' or unknown, the following immunisation-related information is required:

Information	Additional info	Required
Child care or school details		
School Code or Service Approval Number	Unique site identifier	
Facility name		Yes
Street address, suburb, state, postcode		Yes
Postal address, suburb, state, postcode		Yes
Contact person		Yes
Contact phone number		Yes
Email address		Yes
Child's details		
Child's enrolment type: <ul style="list-style-type: none"> • child care • pre-kindergarten • kindergarten • pre-primary • primary • secondary. 		Yes
Medicare number and reference	If available	
Surname	As appears on the child's enrolment form	Yes
Given name	As appears on the child's enrolment form	Yes
Preferred name	If applicable	
Gender: <ul style="list-style-type: none"> • female • male • unspecified. 		Yes
Date of Birth		Yes
Indigenous status: <ul style="list-style-type: none"> • Aboriginal • Torres Strait Islander • Aboriginal and Torres Strait Islander • Non-Indigenous. 		Yes
Current residential street address, suburb, state, postcode	While attending child care or during school term	Yes

Information	Additional info	Required
Child's immunisation status		
Immunisation status: <ul style="list-style-type: none"> ▪ 'Not up to date,' according to AIR Statement ▪ Unknown. 		Yes
Date AIR Statement sighted by staff		Yes
If child was enrolled into child care, pre-kindergarten or kindergarten but is 'not up to date', what exemption criteria did the child meet?	<ul style="list-style-type: none"> ▪ Aboriginal or TSI ▪ In care of Department of Communities ▪ Living in crisis or emergency accommodation ▪ Emergency evacuation ▪ Living with adult who is not child's parent ▪ Health care card ▪ Pensioner card ▪ White or Gold Card ▪ Refugee, humanitarian or protection visa ▪ Chief Health Officer immunisation certificate ▪ Catch-up schedule 	Yes
Parent or Guardian's details		
Surname		Yes
Given name		Yes
Contact phone number	Mobile preferred	Yes
Email address		Yes
Postal address		Yes
Provide any additional information		

4.4 How to identify an under-vaccinated (not up to date) child

If a child is under-vaccinated for age, the child's AIR Immunisation History Statement will have an immunisation status shown as 'not up to date', as shown on the example statement provided in [Section 2.1](#).

For a child enrolling in a school in the compulsory education period and where the parent/guardian cannot provide the child's AIR Immunisation History Statement, the person in charge must report this child in the same way, advising that the child's immunisation status is 'unknown'.

4.5 Instructions for the online form

To complete the [Immunisation Status of a Child Reporting Form](#):

- Complete details of your child care service or school, including the contact details of a person at this place should the Department of Health require further information.
- Press 'Submit' at the end of the form and these details will be saved.
- Complete the Child's Details form to report a child.
- After step 2 above, you will receive an email to your nominated email address, containing a link to Child's Details form. Use this link anytime to report additional children, without having to re-enter the child care service or school details.

How do I report more than one child?

Once you have submitted a report for one child, you can immediately start another report.

How can I return later to the online form to report additional children?

Click on the link provided in the automatic email any time to report a child, without having to re-enter your child care service or school details.

Use the link as often as needed to complete the required reporting of children. This link is unique to your child care service or school and should not be forwarded to other locations.

Who can complete this form?

This form must be submitted by the person in charge. By submitting this form, you confirm that the person in charge has approved the information to be provided.

5. Other legal requirements

Persons in charge of child care services, community kindergartens and schools can play an important part in providing a safe and healthy environment for all persons attending including children, their parents, other family members and staff. The table below describes additional legal responsibilities under the new regulations that must be undertaken, if and when directed by the Chief Health Officer.

When	Legal responsibilities
<p>When an enrolled child has, or is reasonably believed to have, a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> • The Chief Health Officer may direct the person in charge of a child care service, community kindergarten or school to report an enrolled child who has, or is reasonably believed to have, contracted a vaccine preventable notifiable infectious disease. • The report must specify the vaccine preventable notifiable infectious disease that the child has, or is believed to have, contracted. • The Chief Health Officer will provide an 'approved form' which must be used to provide the report. • Following a direction from the Chief Health Officer, it is an offence for a person in charge of a child care service, community kindergarten or school to fail to report a child who has, or who is believed to have, a vaccine preventable notifiable infectious disease. • Penalty \$1,000: for a person in charge of any child care service, community kindergarten or school which does not provide this report when requested to do so.
<p>When a child has not been immunised against a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> • The Chief Health Officer may direct the person in charge of a child care service, community kindergarten or school to not permit a child to attend or participate in an educational programme of the child care service, community kindergarten or school, if the child has not been immunised against, a vaccine preventable notifiable infectious disease. • Penalty \$1,000: for a person in charge of any child care service, community kindergarten or school which does not comply with a direction from the Chief Health Officer to not permit a child to attend. • The person in charge must provide notice in writing to the child's parent/guardian specifying the vaccine preventable notifiable infectious disease that the child has not been immunised against, and the period of time during which the child must not attend or participate, as directed by the Chief Health Officer. • Penalty \$1,000: for a person in charge of any child care service, community kindergarten or school which does not provide written notice to the parent/guardian of the child who is required to not attend or participate in an educational programme of the child care service, community kindergarten or school.
<p>To limit or prevent the spread of a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> • The Chief Health Officer may direct a person in charge of a child care service, community kindergarten or school to close the whole or part of their facility. • The direction must be in writing and will specify the period of time during which the whole or part of the facility must remain closed. • Penalty \$1,000: for a person in charge of any child care service, community kindergarten or school which does not comply with a direction from the Chief Health Officer to close the whole, or a part, of the facility.

6. WA Childhood Immunisation Schedule

The immunisation enrolment requirements are based on the recommended vaccines under the National Immunisation Program (NIP). The [WA Childhood Immunisation Schedule](#) (see table below) lists all these NIP funded vaccines and the ages they are recommended to be given, from birth to 4 years. All vaccines are provided for free by the Commonwealth.

Additional vaccines (*) are provided that are not required vaccines in order to have an immunisation status that is 'up to date'.

^**Hepatitis B** is not due or overdue after the child has received three scheduled doses. Three doses of a hepatitis B vaccine, that may or may not include a birth dose, are sufficient to deem a child immunised for hepatitis B.

If a child has not been vaccinated for ^^**rotavirus**, the child may be 'not up to date' at 12 weeks of age, but by 14 weeks the child is not due or overdue for both doses.

As part of good practice, early education services should routinely follow up with the parents/guardians of children who have not provided an updated immunisation form after each immunisation age milestone.

Age	Disease	Vaccine
Birth	^Hepatitis B	H-B-Vax II Paed or Engerix-B Paed
6 to 8 weeks	Diphtheria, tetanus, pertussis (whooping cough), ^hepatitis B, poliomyelitis, haemophilus influenzae type b Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 ^^Rotarix
6 weeks to < 5 years Aboriginal children	Meningococcal A, C, W, Y	*Nimenrix
4 months	Diphtheria, tetanus, pertussis (whooping cough), ^hepatitis B, poliomyelitis, haemophilus influenzae type b Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 ^^Rotarix
4 months Aboriginal children	Meningococcal A, C, W, Y	*Nimenrix
6 months	Diphtheria, tetanus, pertussis (whooping cough), ^hepatitis B, poliomyelitis, haemophilus influenzae type b	Infanrix Hexa
6 months Aboriginal and/or medically at risk children	Pneumococcal	*Prevenar 13

Age	Disease	Vaccine
6 months to < 5 years	Influenza	*FluQuadri, FluQuadri Junior, or Fluarix Tetra
12 months	Measles, mumps, rubella Pneumococcal Meningococcal A,C,W,Y	MMR II or Priorix Pneumovax 23 Nimenrix
12 months Aboriginal children Pre-term or low birth weight	Hepatitis A Hepatitis B	*Vaqta *H-B-Vax II Paed or Engerix-B Paed
13 months to < 5 years	Meningococcal A,C,W,Y, only needed if 12 month dose not received	*Nimenrix
18 months	Measles, mumps, rubella, varicella only for those who received a MMR vaccine previously Diphtheria, tetanus, pertussis Haemophilus influenzae type b	Priorix Tetra or ProQuad Infanrix or Tripacel Act-Hib
18 months Aboriginal children	Hepatitis A	*Vaqta
4 years	Diphtheria, tetanus, pertussis (whooping cough), poliomyelitis	Quadracel or Infanrix IPV
4 years Medically at risk children	Pneumococcal	*Pneumovax 23

7. Resources

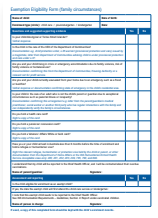
In addition to these Guidelines a number of resources are available to support early education services and parents to understand the immunisation requirements for enrolment, and to answer general questions about immunisation.



Starting child care, pre-kindergarten or kindergarten

The starting child care, pre-kindergarten or kindergarten parent fact sheet has been developed to help parents/guardians understand the immunisation requirements for enrolment in child care services, pre-kindergarten and kindergarten.

www.healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records



Exemption Eligibility Form (family circumstances)

A resource for persons in charge of child care services, pre-kindergarten and kindergarten to determine a child's eligibility to enrol as an exempt child because of particular family circumstances.

ww2.health.wa.gov.au/immunisationenrolment



Parent Consent Form

A resource for persons in charge of child care services, pre-kindergarten and kindergarten programs to provide consent to the Department of Health to contact families who may be experiencing difficulty in meeting the immunisation requirements for enrolment.

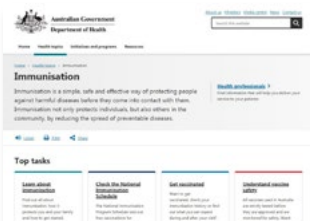
www.education.wa.edu.au/dl/z2ogxg



WA Health – Immunisation

WA Health provides comprehensive information about immunisation for babies, children adolescents and adults, including the WA Childhood Immunisation Schedule.

www.healthywa.wa.gov.au/immunisation



Australian Government – Immunisation

Comprehensive guide on immunisation for health professionals and parents.

www.health.gov.au/health-topics/immunisation

8. Template – Parent enrolment letter

This template can be used by your service when contacting the parents/guardian in relation to immunisation requirements for enrolment into child care services, pre-kindergarten and kindergarten (refer [Section 3](#)). This letter may be used in its entirety or adapted to suit your individual service needs.

[Insert name of early childhood education and care service]

[Insert date]

Dear [insert parent/guardian name]

Re: Child Care Enrolment [insert relevant year]

I am contacting you regarding your application to enrol your child at the [insert name of early childhood education and care service].

To process your child's application to enrol we are required to see copies of the following:

1. A birth certificate
2. Proof of address
3. Medicare number and reference
4. Under the *Public Health Act 2016 (WA)*, proof that your child's immunisations are up to date for their age. The only acceptable documentation for this purpose is the child's:
 - Australian Immunisation Register (AIR) Immunisation History Statement; or
 - AIR Immunisation History Form, only if the child is on a catch-up schedule.

You can access your child's AIR Immunisation History Statements any time through:

- MyGov
- Medicare Express Plus App
- visiting a Medicare or Centrelink office, or
- calling the AIR General Enquiries Line on 1800 653 809 to request the Statement to be posted.

If your child's immunisation status is 'not up to date', or if we do not receive your child's AIR Immunisation History Statement or AIR Immunisation History Form, we cannot process your child's enrolment application.

If you are experiencing difficulties accessing vaccinations or the required related documents, please contact us immediately for assistance.

It is important to keep your child's immunisation status 'up to date' at all times in order to provide the best protection against serious, life threatening vaccine-preventable diseases. Doing so will also ensure your child can access early education and care, in addition to family assistance payments provided by Centrelink.

If you have any questions, please contact us at [insert contact details] or visit www.healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records for more information.

We are committed to the health and well-being of children in our care, their families, and our staff, and we support WA's new immunisation laws.

Yours sincerely,

[insert name of Director]

[insert name of early childhood education and care service]

9. Useful contacts

WA Health

WA Public Health Units

The public health units focus on preventing disease, illness and injury, and promoting health and well-being at a population or whole of community level across Western Australia. Contact your local public health unit for information about local immunisation providers or clinics.

For contact details of the public health units, visit www.healthywa.wa.gov.au/publichealthunits

WA Health – Immunisation

WA Health provides comprehensive information about immunisation for babies, children adolescents and adults.

www.healthywa.wa.gov.au/immunisation

WA Health – Immunisation, Surveillance and Disease Control Program

For clarification on the immunisation requirements for enrolment legislation.

Phone: 9222 2486

Email: immunisation@health.wa.gov.au

National Immunisation Program Schedule, WA

Schedule of the recommended vaccines for certain age points.

www.healthywa.wa.gov.au/Articles/A_E/Childhood-immunisation-schedule

Perth Children’s Hospital – Immunisation Service

A comprehensive immunisation service available to all children and their families attending Perth Children’s Hospital (PCH). The service is comprised of specialist paediatricians and senior immunisation nurse specialists. It provides an opportunity for children and families to get routine vaccinations, advice and education regarding current immunisation recommendations and to meet the vaccination needs of medically at-risk children.

www.pch.health.wa.gov.au

Central Immunisation Clinic, West Perth

Provides a free immunisation service for children, and can provide immunisation advice over the phone or email.

Phone: 9321 1312

Email: centimm@health.wa.gov.au

Australian Government

Australian Immunisation Register (AIR)

General enquiries: 1800 653 809

www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register

Medicare service centres

findus.humanservices.gov.au

Immunisation

Comprehensive guide on immunisation for health professionals and parents.

www.health.gov.au/health-topics/immunisation

‘Get the Facts’ immunisation campaign

For parents, topics include the National Immunisation Program, how to check a person’s immunisation status, timing of vaccines, and vaccine safety.

campaigns.health.gov.au/immunisationfacts

Questions about vaccination

www.health.gov.au/sites/default/files/questions-about-vaccination.pdf

No Jab No Pay – Family Tax Benefits

www.humanservices.gov.au

***healthdirect* Australia**

Health information and advice available 24 hours.

Phone: 1800 022 222

www.healthdirect.gov.au

This document can be made available in alternative formats on request for a person with disability.

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