



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

# Strengthening immunisation reporting requirements

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





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# 1. Introduction

These guidelines have been developed to support persons in charge of child care services, kindergartens, and schools (or their delegates) to comply with their legal responsibilities under the *Public Health Act 2016 (WA)*, which include:

- collecting immunisation status information at the time of a child's enrolment and re-enrolment in child care services, kindergartens and schools
- reporting the immunisation status of enrolled children to the Chief Health Officer, when directed to do so
- reporting 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
- directing a child not to attend the child care service, kindergarten or school, if the child has not been immunised against, or has not acquired immunity from, a vaccine preventable notifiable infectious disease, when directed to do so by the Chief Health Officer
- closing the whole or part of the facility 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.

## 1.1 New immunisation reporting requirements

New regulations have been made under the *Public Health Act 2016 (WA)*, to strengthen requirements around the collection and reporting of immunisation information by child care services, kindergartens and schools.

The table below outlines the legal reporting responsibilities of parents/guardians, and persons in charge of child care services, kindergartens, and schools with regards to a child's immunisation status, under the new regulations.

When	Legal responsibilities	More info
At a child's enrolment and re-enrolment.	<ul style="list-style-type: none"><li>• Parents/guardians must provide the child's Australian Immunisation Register (AIR) Immunisation History Statement as evidence of the child's immunisation status, to the person in charge of the child care service, kindergarten or school.</li><li>• It is an offence by the person in charge not to take reasonable steps to collect the immunisation status of all children attending their child care service, kindergarten or school.</li></ul>	Section 2

When	Legal responsibilities	More info
When directed by the Chief Health Officer.	<ul style="list-style-type: none"> <li>• The Chief Health Officer may direct a person in charge of a child care service, kindergarten or school to report the immunisation status of enrolled children.</li> <li>• The Chief Health Officer may direct a person in charge of a child care service, kindergarten or school to report additional immunisation related information for under vaccinated children (see Section 3.2).</li> <li>• It is an offence for a person in charge of a child care service, kindergarten or school to fail to comply with either of the above requirements.</li> </ul>	Section 3

## 2. Collecting the immunisation status of all children

At enrolment and re-enrolment, the parent/guardian of the child is required to give the immunisation status of the child as recorded on the child's current immunisation status certificate to the person in charge of the child care service, kindergarten, or school.

The only acceptable documentation for this purpose is the child's Immunisation History Statement from the Australian Immunisation Register (AIR).

The date of the statement should be within the two months prior to enrolment.

Persons in charge of child care services, kindergartens and schools must take all reasonable steps to collect the immunisation status of all children from parents/guardians.

### 2.1 How to access an 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 in to the Medicare account
- Visiting a Medicare or Centrelink office, or
- Calling the AIR General Enquiries Line on 1800 653 809 for the Statement to be posted.

Families who do not hold a Medicare card are advised to call the AIR on 1800 653 809 to request an Immunisation History Statement.

Parents are automatically sent an AIR Immunisation History Statement when their child turns 18 months of age and again at five years of age or after their child has completed the four-year old vaccination schedule, whichever comes first.

For translating and interpreting services, parents/guardians are advised to call 131 450.

## 2.2 AIR Immunisation History Statement not provided

If a parent/guardian cannot provide an AIR Immunisation History Statement, the person in charge of the child care service, kindergarten and school should report this child to the Chief Health Officer. Reporting is made in the same way as reporting an under vaccinated child (see Section 3), and with reference to an 'unknown' immunisation status. Such circumstances may apply to children from overseas.

## 2.3 Overseas immunisation records

Overseas immunisation records must not be accepted directly and must be verified. In order to verify immunisation administered overseas, an Australian immunisation provider must update the child's immunisation record in the AIR. This may take up to a few weeks. Following the update to the child's AIR record, parents can then access an updated AIR Immunisation History Statement (see Section 2.1).

If translating services are required,

- it is recommended that local immunisation providers contact their local [WA 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 schools – immunisation records](#) (HealthyWA)

# 3. Reporting an under vaccinated child or where the child's immunisation status is unknown, to the Chief Health Officer

When requested, persons in charge of child care services, kindergartens, and schools, are required to report the immunisation status of a child or children enrolled, to the Chief Health Officer. In the case where a parent/guardian cannot provide an AIR Immunisation History Statement, persons in charge must also report these children in the same way, advising an 'unknown' immunisation status.

## 3.1 How to identify an under vaccinated 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'. See the example on the next page:



### Immunisation history statement

**As at:** 28 August 2018  
**For:** RUTH J KARPENKO  
**Date of birth:** 01 September 1999  
**Immunisation status:** not up to date

Child is 'not up to date' and will need to be reported to the Chief Health Officer, when requested to do so.

Date given	Immunisation	Brand name given
01 Nov 1999	Diphtheria Tetanus Pertussis Hib Polio	DTP PedvaxHIB Poliomyelitis
01 Jan 2000	Hib Polio Diphtheria Tetanus Pertussis	PedvaxHIB Poliomyelitis Triple Antigen
01 Mar 2000	Hib Polio Diphtheria Tetanus Pertussis	PedvaxHIB Poliomyelitis Triple Antigen
01 Sep 2000	Hib Hepatitis B	Comvax
01 Oct 2000	Measles Mumps Rubella	MMR II
01 Dec 2000	Hib Hepatitis B	Comvax
01 Oct 2005	Mumps	Mumps
15 May 2017	Hepatitis A Pneumococcal	Havrix Pneumovax 23

Sample AIR Immunisation History Statement provided by the Department of Human Services.

### 3.2 How to report an under vaccinated child or child with an unknown immunisation status

The Chief Health Officer may require additional immunisation related information about any child who is under vaccinated for age attending a child care service, kindergarten or school. This information needs to be reported in the 'approved form' online via the *Immunisation Status of a Child Reporting Form* (under development). Information required includes:

- i. child's details, including name, DOB, gender, Aboriginality status, year in school, immunisation status, Medicare number
- ii. parent's/guardian's details, including name, address, phone number, email address

- iii. child care service / kindergarten / school details, including name, address, phone number, contact person.

If you are a person in charge of a child care service, kindergarten, or school the Chief Health Officer will contact you and provide access to the *online Immunisation Status of a Child Reporting Form* (under development).

### 3.3 When to report an under vaccinated child or child with an unknown immunisation status

The Chief Health Officer may request the reporting of an under vaccinated child as follows:

- Child care services ► upon enrolment
- Kindergartens ► early 2019
- School ► early 2019.

## 4. Other requirements

Persons in charge of child care services, 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	Responsibilities
<p>When an enrolled child has, or is believed to have, a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> <li>• The Chief Health Officer may direct the person in charge of a child care service, kindergarten or school to report an enrolled child who has, or is reasonably suspected to have, contracted a vaccine preventable notifiable infectious disease.</li> <li>• The report must specify the vaccine preventable notifiable infectious disease that the child has, or is suspected to have, contracted.</li> <li>• The Chief Health Officer will provide an ‘approved form’ which must be used to provide the report.</li> <li>• Following a direction from the Chief Health Officer, it is an offence for a person in charge of a child care service, kindergarten or school to fail to report a child with, or who is believed to have, a vaccine preventable notifiable infectious disease.</li> </ul>

When	Responsibilities
<p>When a child does not have immunity against a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> <li>■ The Chief Health Officer may direct the person in charge of a child care service, kindergarten or school to not permit a child to attend the facility if the child has not been immunised against, or has not acquired immunity from, a vaccine preventable notifiable infectious disease.</li> <li>■ It is an offence for a person in charge of a child care service, kindergarten or school to fail to comply with this direction from the Chief Health Officer.</li> <li>■ 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 does not have immunity from, and the period of time during which the child must not attend, as directed by the Chief Health Officer.</li> <li>■ It is an offence for a person in charge of a child care service, kindergarten or school to fail to provide written notice to the parent/guardian of the child, advising that the child cannot attend the facility, as directed by the Chief Health Officer.</li> </ul>
<p>To limit or prevent the spread of a vaccine preventable notifiable infectious disease.</p>	<ul style="list-style-type: none"> <li>■ The Chief Health Officer may direct a person in charge of a child care service, kindergarten or school to close the whole or part of their facility.</li> <li>■ 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.</li> <li>■ It is an offence for a person in charge of a child care service, kindergarten or school to fail to comply with this direction from the Chief Health Officer.</li> </ul>

## 5. Useful contacts and other resources

More information about the new requirements is available by contacting:  
[immunisation@health.wa.gov.au](mailto:immunisation@health.wa.gov.au)

Further information about immunisation in WA and Australia can also be found at the following links:

- [Where can I get immunised?](#) (HealthyWA)
- [Australian Immunisation Register](#), (external link) to get your child's vaccination history statement
- [WA Childhood Immunisation Schedule](#) (HealthyWA)
- [Guide to the Australian Immunisation Register](#) (internal link)
- [The Science of Immunisation](#) (external link)
- [A to Z Infectious Diseases](#) (internal link)
- [Possible side effects of vaccination](#) (HealthyWA)



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

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