

POLICY: 13 **Immunisation Register**

STATUS: to be reviewed

DATE : September 2010

Date for review: **September, 2012**

It is a legal requirement that an immunisation register be kept in the Centre for children born after January, 1995.

- Parents will be informed :
 - a) that an Immunisation Certificate is needed whether or not the child is immunised (the certificate shows the extent of immunisation); and
 - b) that the information kept on the Centre's Immunisation Register is required by law and will be available to the Ministry of Health, the Ministry of Education, and the Education Review Office, otherwise all records will be kept confidential.
- The Centre is to have copies of the booklet *Immunisation Choices* available so that parents can consider the issues involved and make informed choice.

The Centre's Immunisation Registers to have the date each enrolled child turns 15 months.

- That information kept on the Centre's Immunisation Register is able to be reviewed by parents in such a way that the confidentiality of other children is maintained.
- Upon the date a child turns 15 months (or upon enrolment if the child is over 15 months) staff will :
 - a) ask parents for the child's Immunisation Certificate
 - b) complete the required details on the Centre's Immunisation Register.

Signed President: