



Kindergarten

Dunedin Rudolf Steiner

Learning with head, heart and hands

Health and Safety Reg. 46

PROCEDURE FOR KEEPING AN IMMUNISATION REGISTER

Rationale:

Parents or caregivers of children born since January 1995 are required to provide information on immunisation as part of the enrolment process. This procedure outlines how the kindergarten manages records so that it can inform the public health service about immunisations as required by legislation.

Guidelines:

1. Prior to enrolment an application form is completed. This states the requirement for the kindergarten to ask to sight the immunisation certificate if the child is immunised.
2. At the teacher interview the parent is reminded of this requirement. It is also stated in the Parent Handbook.
3. Parents are asked to produce the immunisation certificate at the office as part of the enrolment process.
4. The office receptionist makes a photocopy and the information is transferred to the register on the kindergarten database. The original document is returned to the parent.
5. A copy of the immunisation register is printed each term from the database and kept in the Enrolment Folder
6. The photocopy will be kept in each child's file and the information will be recorded on each child's electronic file.
7. Updating the register: Parents are advised of the ongoing need to keep the office informed of any further immunisation, by showing the updated record of immunisation for verification.

Name: *Julie Maceod*

Position: Kindergarten Head Teacher

Signed: *J Maceod*

Date: *8-8-2022*

Next review: *8-8-2025*