**OTTAWA GARDEN’S PRESCHOOL & NURSERY**

**Immunisation Policy**

**Rationale**

It is a government regulation requirement that Ottawa Garden’s Preschool holds accurate immunisation records of all children on our roll.

**Procedure**

* The Ministry of Health requires all licensed early childhood centres to sight and record every child’s immunisation history.
* An immunisation register will be kept, so that in the case of an outbreak, any child who is not immunised must be removed from the centre until the incubation period of the disease is passed and no further cases are reported.
* The immunisation register will be updated on enrolment, at 15 months and between 4 and 5 years.
* For your own child’s well being, it is helpful to be informed after each immunisation has been given.
* These records are confidential.
* Children’s immunisation certificates are located in the back of their Well Child Tamariki Ora Health Book. This certificate should be signed off by your health professional.

Date Adopted.......................................Date for Review.....................................

Signed..........................................