IMMUNISATION REQUIREMENTS FLOW CHART

Preschool services only
Parent submits 'preschool registration of interest' form (Signed form acknowledges child's enrolment will only be accepted if required immunisation records are provided)

Service offers a place and provides parent with an enrolment form to complete (Form lists immunisation evidence as a requirement for enrolment)

Parent returns completed and signed enrolment form with their child's current Australian Immunisation Record (AIR)

Has an approved AIR been provided that meets immunisation requirements for example:
- Up to date
- Catch up schedule with a future date Or, an approved exemption

YES

NO

Child unable to be enrolled
Service to provide support to family if required, or link to HAIMS

Enrolment can proceed

Record immunisation details on IT system:
- EYS (preschool, occasional care)
- EMS (preschool, occasional care)
- Harmony (family day care, rural care)

Child commences attending service (for new enrolments)
Child continues to attend service (for exisiting enrolments)

Monitoring:
- EYS - auto monitors catch up and next immunisation due date
- EMS - to monitor catch up and next immunisation due date
- Harmony - to monitor catch up and next immunisation due date

Alert triggered by age of child:
- EYS - auto SMS text to parent, auto email to site leader
- EMS – site runs report and contacts parent (provides letter 'up to date AIR due – immunisation requirements')
- Harmony - email to parent and site/educator

Next record due:
Current immunisation record received by due date

Up-to-date Australian Immunisation Record (AIR) due dates:

- when a child turns 6 months the AIR is required before they turn 9 months
- when a child turns 12 months, the AIR is required before they turn 15 months
- when a child turns 18 months, the AIR is required before they 21 months
- when a child turns 4 years, the AIR is required before they turn 4 years 8 months.

NO

YES

Child cannot attend
Send 'Child unable to attend notice – immunisation requirements'

Service to provide support
if required, or link to HAIMS

For support contact Regulation and Compliance, Early Childhood Services on 82261646

Government of South Australia
Department for Education