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## **Florey Preschool Health and Safety – Student Immunisation Record Keeping - Procedures**

The following procedures align to support the implementation of  
Health and Safety Policy – Student Immunisation Record Keeping (2006)

### **If immunisation details are provided**

On registration, preschool parents/carers are asked to provide details of their child's immunisation status. Two photocopies of the immunisation record are required.

Florey Primary School staff will place one copy on the student file, stamp the other copy and send to ACT Department of Health and Community Care.

### **If immunisation records are not provided**

In cases where immunisation records cannot be provided, the teacher in charge will ask the parents/carers to provide a completed Statutory Declaration stating:

- their child has been immunised but paperwork is not able to be provided – parents/carers need to record the names of the vaccines and the month and date it was given OR
- they are not aware if their child is or isn't immunised against a specific disease OR
- they do not wish for their child to be immunised or they cannot remember if they have been immunised.

Copies of the Statutory Declaration are given to Primary School staff who will put one copy on the student file and stamp the back of the second copy with school name and send to ACT Department of Health and Community Care.

If Immunisation records are not provided it is also noted on the student enrolment form.