

School Immunisation Sessions – What you need to know

Schedule

The school schedule for this area is:

	Year 8	Year 9
HPV	All Students	Any students who have not received HPV previously
Diphtheria/Polio/Tetanus (Td/IPV)		All Students
MenACWY		All Students

Students will receive the Meningococcal ACWY at the same time as the Td/IPV booster

Pre-session planning

Although the Immunisation Team is responsible for delivering this program, experience has shown that it is most successful where schools have embraced the program and provided support. The checklist below is designed to support partnership working with the Immunisation Team to ensure a smooth process and improve uptake of vaccinations within your school. Please could we ask that you:

- Identify a named contact within the school to liaise with the School Immunisation Team.
- When you are contacted to arrange a date please remember to check exam timetabling and school trips
- Please ensure that students and the room are available all day as sessions often run after lunch and throughout the afternoon.
- Please send out the immunisation online consent forms and accompanying letter when we send it to you.
- If you have not already done so, please contact the team to access the RIVIAM schools portal
- Paper consents are available for those parents or carers with no IT access. These do slow the session so please only use in exceptional circumstances. Forms can be emailed to you and printed as required, please ensure they are printed double sided.
- Please remind parents/carers to return consent forms.
 - All forms to be returned even if refusing vaccine
- If you have provided us with a list of contact details at least 2 weeks prior to the session, we will aim to ring all parents who have not consented before the session. If we do not have a list we will be ringing parents of every child with no form at the session which will make the session considerably longer, so please remind and chase parents to return their child's form. The more forms we have back in advance the quicker the session.
- If we have been able to contact parents prior to the session we will send you a list of students to be brought down to the vaccination session, if we have been unable to contact parents we will ask that all students are brought to the session on the day.

- If we have not received a response from parents we may attempt self-consent at the school session, if anyone requests to see the team please allow them to attend the session
- Actively promote and raise awareness of the program. Please discuss with your named school nurse or the Immunisation Team ways to promote the programme.
- Remind students to have breakfast on the morning of the immunisation and to wear a short-sleeved shirt if possible.

On the day

- It is helpful to have a member of staff available to bring students to sessions, for queries and to help manage behaviour.
- Provide a suitable room for the immunisation sessions which is large enough for students to wait before and after immunisation with ample seating. Students will need to stay for a few minutes after vaccination depending on each child. It should also have where possible -
 - Tables (see below for numbers) where we can administer the immunisation, with two chairs at each table.
 - A table near the entrance of the room for the administrator, ideally near a plug socket
 - Screens available to provide privacy for students, we will position these as required
 - Water and cups for students
 - A mat in case a student faints
 - The room should have adequate ventilation.
 - Adequate lighting
- Arrange for all students to come down in groups/classes. The idea is that there is a steady flow of students so the session flows quickly enough to get through everybody, but that the students aren't sat waiting which leads to increased anxiety. Arrangements may need to be flexible depending on circumstances out of our control on the day. Please can you ensure the room is available all day. If you would like to discuss timings, please do call the office who will be happy to help.
 - HPV sessions: nurses arrive at 0900 start at 09:30
 - Men ACWY/ Td/IPV session: Nurses arrive at 0900 start at 09:45Unless we have discussed different arrival times with you.

An estimated schedule would be:

Up to 100 students to be seen – 15 students every 30 minutes / 5 vaccinating tables.

Between 100 and 200 students to be seen – 30 students every 30 minutes/ 8 vaccinating tables

More than 200 students to be seen – 40 students every 30 minutes/ 11 vaccinating tables.

- All students in the cohort should attend the session even if they have not returned a form or have refused the vaccination (unless we have provided you with a list in advance)
- Students who have refused immunisations, are absent or consent cannot be obtained will receive a letter regarding further opportunities to be vaccinated.
 - Please do not advise them to go to their GP as many will not offer the immunisations, anyone unable to be vaccinated at school will be offered a clinic appointment.

If you have any queries regarding the sessions please contact the Immunisation Team on 0300 124 5515 or sirona.sch-imms@nhs.net