

Tips for Coordinating a School Vaccination Clinic

Thank you for agreeing to be the contact person for the School Based Vaccination Program. Your role is vital to the success of the program.

This year the program will be delivered to eligible students in your school by:

Organisation _____

Address _____

Contact Person _____

Phone Number _____

Consent Forms

There are different consent forms for each vaccine being offered.

- All Year 8 students will be eligible for two doses of hepatitis B vaccine and one dose of chickenpox vaccine (these two consent forms will be in the same envelope).
- All female Year 8 students will be eligible for three doses of human papillomavirus (HPV) vaccine which protects against cervical cancer
- All Year 10 students will be eligible for one dose of adult/adolescent diphtheria-tetanus-pertussis (whooping cough) vaccine.

Consent forms will be **delivered** to your school by _____ (Date)

Consent forms will be **collected** by _____ (Date)

Consent forms need to be posted in the reply paid envelope to _____
_____ (Address)

Late consent forms should be:

- kept at the school until the school vaccination clinic, **OR**
- posted to the above address

Students should be encouraged to return their consent forms within one week of distribution. All parents/legal guardians are asked to return the consent form irrespective of whether or not they wish their child to be vaccinated.

We strongly encourage you to provide reminders in several formats eg. SMS. Sample letters and newsletter article/s are attached in the information provided to Principals or at www.health.qld.gov.au

Your proposed clinic dates

	Date	Time	Year level/s
Visit 1			
Visit 2			
Visit 3			

Please be aware that it is often difficult to reschedule clinics due to the number of schools being visited. If you become aware of any clashes with other school activities, we would appreciate it if you could advise us of any scheduling problems as soon as possible.

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Clinic Set-up

An appropriate setting for the vaccination clinic is important to enable the vaccination team to deliver their services as efficiently as possible resulting in minimal disruption to your school routine.

The following provides a checklist of requirements we look for in a vaccination clinic site:

- A well-lit, well-ventilated ground floor room with a separate entry and exit in which to vaccinate students, such as the school hall
- An undercover 'recovery' area next to the vaccination clinic where students can sit for at least 15 minutes after the vaccination
- A screened 'privacy' area where a student and service provider may confidentially discuss any concerns
- Hand washing facilities close by
- Exit route from the recovery area should be located away from the waiting area
- One desk and two chairs per vaccinator. Swivel chairs are preferable
- A separate desk and chair for the administrative assistant
- A few gym mats for students who do not feel well
- Screens or some other method to keep students from directly viewing those being vaccinated

Assistance at the Clinic

While vaccinating students is clearly our responsibility, it is important to have assistance from the school on the day of vaccination to ensure student safety and smooth running of the clinic.

- It is helpful to have assistance from at least two school staff members
- Staff member/s to bring only those students requiring vaccination to the vaccinating area
- Students need to be supervised while queuing prior to vaccination
- Staff member/s to assist in the supervision of students in the recovery area

It is not necessary for staff members supervising students after vaccination to have any special training. We will advise staff of the signs and symptoms of adverse reactions and they will simply need to inform a vaccination team member if they have any concerns.

Following Vaccination

Students will be asked to stay seated in the adjacent 'recovery' area for at least 15 minutes after vaccination. Once the observation period is over and the student is well they may return to their scheduled activities. Strenuous sporting activities should be avoided immediately after leaving the vaccination clinic.

Staff in the vaccination team are specially trained to deal with emergencies. The vaccination team will remain at your school for at least 30 minutes after the last student has been vaccinated and will ensure that all vaccinated students are well prior to departing. Any student feeling unwell after the team leaves the schools should report to the First Aid room or sick bay where normal school procedures will follow. For medical emergencies contact Queensland Ambulance Service by dialling 000.

