

Section 3: After the school immunisation clinic

3.1 Following up unvaccinated students

If a student was unable to be vaccinated during the school immunisation clinic, the parents/legal guardian/ authorised person should be notified as soon as possible. This should be in writing and include the reason/s why the vaccine was not administered. These reasons may include absenteeism, withdrawal of consent or illness on the day. A follow-up letter should be forwarded to parents/legal guardians/authorised persons with details of available vaccination sessions for catch-up (see Appendix 3 for an example letter).

3.2 Data collection

VSPs are required under their service provider agreement to collect and forward the vaccination details of students vaccinated in the SIP.

Data for the Vaccination Information and Vaccination Administration System

The Vaccination Information and Vaccination Administration System (VIVAS) is an electronic register operated by the Department of Health that has been recording vaccination details in Queensland since January 1996. VIVAS has developed a SIP data module which allows Hospital Health Service (HHS) providers to enter SIP vaccinations directly into a VIVAS SIP module. A training package is available, for more information contact your PHU.

SIP providers currently using WINVaccs software to record their school data are currently forwarding their data to the Australian Immunisation Register (AIR).

Vaccination data is transmitted electronically to the AIR within one month after the vaccination clinic OR data is being provided to Queensland Health in a format agreed to by the SIP Coordinator and a process is in place to transmit electronically to the AIR by 31 December 2019.

SIP summary activity sheet

Vaccination data and activity reports are provided to the SIP Coordinator within one month after the school vaccination clinic. All data are due by 31 January for the preceding year.

Data collected should be from the main school clinics that are conducted and not the catch-up clinics. Contact your PHU contact for a copy of the *SIP summary activity sheet*.

Australian Immunisation Register (AIR)

The Australian Immunisation Register (AIR) records all vaccines administered throughout a person's life (birth to death) by all registered service providers. This includes all vaccines funded under the National Immunisation Program, as well as private vaccines given through general practice. Information about a student's vaccine history is available from AIR.

3.3 Evaluation of the School Immunisation Program

To ensure optimal quality of vaccination services VSPs are encouraged to evaluate their administrative and clinical procedures and processes.

Clinic staff debriefing

VSPs are encouraged to provide regular opportunities for clinic staff to provide feedback and debrief following school vaccination clinic/s. By doing this, future clinics will become more efficient.

School debriefing

It is important that debriefing discussions are also held with the relevant school staff involved in the SIP. This may be an informal debrief at the conclusion of the clinic. Any issues can be raised and suggestions made as to how improvements can be implemented into future programs. For issues that cannot be readily resolved refer to the SIP *protocol for addressing issues in schools* (Appendix 11).

School feedback form

It is also suggested that VSPs provide each school with a feedback form (refer to Appendix 12) to assist with addressing any issues encountered when conducting the program. Schools should send their feedback form back to their SIP VSP.