

School Immunisation Program

Information for Schools

Schools play an invaluable role in looking after the health of their students. Immunisation against a number of diseases is one strategy which contributes to the wellbeing of both the individual and the community as a whole.

School Immunisation Programs (SIP) are regarded as a highly efficient and cost effective way to immunise an age group which can otherwise be difficult to reach.

Queensland Health acknowledges the important role schools play in helping service providers to conduct a vaccination clinic.

This booklet outlines all you need to know to facilitate a successful vaccination clinic, including what you need to do before, during and after the clinic. Sample letters to parents/legal guardians and a school newsletter article are included. These resources will assist you to keep your school community updated.

Queensland Health is working in partnership with a range of vaccine service providers to deliver the program. Your school's vaccination program is provided by:

Vaccine Service Provider

Please provide your organisation's name, contact details and date that this booklet was distributed in the space above.

What is the School Immunisation Program?

The annual School Immunisation Program (SIP) provides secondary school students in state and non-state schools across Queensland, the opportunity to be protected from a range of diseases.

Vaccinations offered include:

Year 8 students

- human papillomavirus (HPV)
- varicella (chickenpox)
- diphtheria-tetanus-pertussis (whooping cough)

Year 10 students

- diphtheria-tetanus-pertussis (whooping cough) (will continue until the end of 2015)

Leading up to the vaccination clinic

- A member of the vaccination team will contact you to arrange suitable dates for the SIP to take place in your school. Please be aware that the vaccination team will be visiting many schools and will need your assistance to set firm dates for clinics.
- Please nominate a staff member as the primary contact for the vaccination team and provide the contact details for this person to the vaccination team. The vaccination team will then liaise with this staff member about conducting the program including organising dates, avoiding schedule clashes, what time is required to vaccinate the students (particularly large numbers), distribution of consent forms, and requirements and procedures for vaccination sessions.
- Ongoing communication between your school's primary contact and the vaccination team is important to minimise disruption to the school and to streamline the vaccination sessions.

Distribution of consent forms

- You should receive consent forms for each student to give to his/her parent/legal guardian. The consent forms contain general information about the vaccines being administered, the diseases they prevent and a perforated consent section for return. There are different consent forms for each vaccine being offered.
- **All Year 8** students will receive consent forms for **human papillomavirus (HPV)**, **varicella** (chickenpox) and **diphtheria-tetanus-pertussis** (whooping cough) vaccinations. Consent forms for these vaccines will be included in one envelope.
- **All Year 10** students will receive a consent form for **diphtheria-tetanus-pertussis** (whooping cough) vaccination
- Please distribute the relevant consent form/s to every student in the appropriate year level and relevant members of the teaching staff (for their information only). School staff are **not** eligible to receive vaccination as part of this program.
- Your school may wish to distribute information about the SIP to the school community. For example, a parent email or text message, school newsletter article, or a note in the school diary or prospectus. Sample letters to parents to accompany the consent forms and a newsletter article are included in the appendices of this document and may be adapted for your school's use.

Consent forms to be returned

- Consent forms should be returned within one week of distribution.
- Consent forms should be counted and collated into classes with a list of students for that class and be returned to the vaccination team.
- **Return all consent forms to the vaccination team.**

Prior to the vaccination clinic

- Include an article in your school newsletter outlining the vaccination clinic date and details, and instructions about the return of consent forms to the school (sample article included – see Appendix 3).
- If the clinic date changes, inform parents as soon as possible.
- You will receive extra consent forms to distribute to students who may have lost their original consent forms.

- Please inform the appropriate class teachers of the time, date and place of the vaccination clinic.
- The vaccination team will contact the school to confirm clinic arrangements and collect consent forms for checking prior to the vaccination session.
- Read the “At start of the vaccination clinic” section on page 4 so you can arrange relevant equipment and know what to expect on the day.

At the vaccination clinic

Late consent forms should be kept until the date of the school vaccination clinic and given to the vaccination team. The vaccination team will arrive at a pre-arranged time to conduct the clinic in your school. The team will bring all medical supplies needed to vaccinate students, and will take all items with them when they leave.

To ensure everything runs smoothly, the vaccination team will need:

- Class lists of students so vaccinators can check off who has and has not been vaccinated.
- Staff member/s to bring students to the vaccinating area and to redistribute all consent forms to students prior to vaccination.
- Staff member/s or school nurse to supervise the students in the recovery area on the day. Students need to remain seated in the recovery area for 15 minutes after their vaccination. This staff member does not need any special training. The recovery area should be close to the clinic so that the vaccination team can easily and quickly be sought.
- **A well-lit, well-ventilated room** with a separate entry and exit in which to vaccinate students, such as the school hall. It is preferable that the room is on the ground floor, so students do not have to walk up or down any stairs after the vaccination, and for ease of set-up for the vaccination team.
- **An undercover ‘recovery’ area** next to the vaccination clinic where students can sit for 15 minutes after the vaccination.
- A **‘privacy’ area** where a student and service provider or student and teacher may confidentially discuss any concerns. This area should be separated from the general area and screened for privacy.
- **Hand washing facilities** close by.
- The **exit route** from the recovery area should be located away from the waiting area where others may still be queuing for their vaccination.
- **One desk and two chairs (swivel chairs if possible) per vaccinator** and a separate desk and chair for the administrative assistant, if applicable.
- A couple of **tables and chairs** for nursing staff to prepare vaccines.
- A few **gym mats** (for students who do not feel well as the vaccinator may want to observe a student for a short time).
- **An ‘emergency’ area** separate from the ‘recovery’ area which is easily accessible and relatively private (eg. first aid room or sick bay).
- **Screens** or some other method to keep students from directly viewing those being vaccinated.

General procedure for the clinic

- Before the clinic, the vaccination team will:
 - a. report to the front office/reception for sign-in prior to being directed to the allocated area;
 - b. give the signed consent forms to the nominated staff member/s for redistribution back to each class prior to the clinic; and
 - c. set up and prepare all equipment before they start vaccinating.
- The vaccination team will advise about follow-up for students who have not returned consent forms.

At the start of the vaccination clinic

The vaccination team will ask for students being vaccinated to be brought to the hall/room. The vaccination team will liaise with their nominated school contact.

Only students with **'Yes'** signed consent forms should come to the clinic. After they have been vaccinated, each will be given a Record of Vaccination.

If a student with **'Yes'** consent is not vaccinated, a letter will be given by the vaccination team to the student to return to parents.

Following vaccination

- Students will be asked to sit in the adjacent 'recovery' area for a minimum of 15 minutes following vaccination.
- Once the observation period is over, students may return to their scheduled activities. Sporting activities should not be scheduled directly after the vaccination clinic. Ideally, a staff member should accompany students away from the clinic area.

The vaccination team are specially trained to deal with all emergencies. The vaccination team will remain at your school for at least 15 minutes after the last student has been vaccinated and will ensure that all vaccinated students have not experience an adverse event following immunisation prior to departing. A contact phone number for the vaccination team will be left with the school.

After the vaccination team departs

If a student feels faint or nauseous, lay them down flat in a cool area and give them a drink of cold water and advise the vaccination team.

If a student is experiencing some discomfort at the site of the injection, apply a cold cloth or ice pack to the injection site.

If necessary, seek medical attention (as per your school procedures) or call the Queensland Ambulance Service by dialling **000**.

Appendix 1: Sample letter to parents of year 8 students

This letter could accompany the consent form/s.

Dear Parent / Legal Guardian

Immunisation program for Year 8 students

Our school is participating in Queensland Health's annual School Immunisation Program. Students will be offered free human papillomavirus (HPV), varicella (chickenpox) and diphtheria-tetanus-pertussis (whooping cough) vaccinations.

Human Papillomavirus (HPV)

All students are being offered free vaccination against HPV. This involves three doses of vaccine given over six months.

Varicella (chickenpox)

Students are eligible to receive one dose of varicella (chickenpox) vaccine if they have **not** previously had varicella (chickenpox) or been vaccinated against it. If you do not have a reliable history of your child having had varicella (chickenpox) or you are unsure, then it is advisable to have the vaccination. If your child is aged 14 years and in Year 8, please read the consent form for further information. If you are uncertain if your child has had chickenpox or has been vaccinated previously, we would recommend you consent to vaccination for this disease.

Diphtheria-Tetanus-Pertussis (whooping cough)

Year 8 students are being offered a free booster dose of adult/adolescent diphtheria-tetanus-pertussis(whooping cough).

It is important that you read the information in the consent forms.

The vaccinations will be conducted by a team of specially trained registered nurses and/ or a medical practitioner. The vaccination team will be visiting the school to give the free vaccinations on the following date/s:

[insert date][insert location]

*Only students who have a **completed and signed consent form/s** will be vaccinated. If you would like your child to be vaccinated, please fill in the consent form/s and return the form/s to the school within one week.*

If you do not wish your child to be vaccinated, or your child has already been vaccinated with the offered vaccines, you do not need to return the consent form.

Parents are encouraged to ensure their children have breakfast on the morning of vaccination.

Yours sincerely
[Principal's Name]
Principal

Appendix 2: Sample letter to parents of year 10 students

This letter could accompany the consent form.

Dear Parent / Legal Guardian

Immunisation program for Year 10 students

Our school is participating in Queensland Health's annual School Immunisation Program. The program provides a free booster dose of diphtheria-tetanus-pertussis (whooping cough) vaccine for Year 10 students.

The vaccination will be conducted by a team of specially trained registered nurses and/or a medical practitioner. The vaccination team will be visiting the school to give the free vaccination on the following date:

[insert date][insert location]

It is important that you read the information in the consent form.

*Only students who have a **completed and signed consent form** will be vaccinated. If you would like your child to be vaccinated, please fill in the consent form and return the form to the school within one week.*

Parents are encouraged to ensure their children have breakfast on the morning of vaccination.

Yours sincerely
[Principal's Name]
Principal

Appendix 3: Sample school newsletter article

You may like to use or amend this sample newsletter article to suit your needs.

Immunisation program comes to school

This year [insert clinic provider eg. name of council] is providing free vaccinations for all Year 8 and Year 10 students, on [insert date/s], as part of Queensland Health's annual School Immunisation Program.

Year 8 students are being offered vaccination to protect against human papillomavirus (HPV), varicella (chickenpox) and diphtheria-tetanus-pertussis (whooping cough).

Year 10 students are being offered protection against diphtheria-tetanus-pertussis (whooping cough).

The vaccinations will be conducted by a team of specially trained registered nurses and/or a medical practitioner.

A consent form for each vaccination offered will be given to your child to bring home. Please read the information carefully, sign the consent form and return the consent form to the school by [insert date].

Parents are encouraged to ensure their children have breakfast on the morning of vaccination.

For more information about diseases, vaccines or the School Immunisation Program, visit www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/default.asp or call 13 Health on 13 43 25 84.

Appendix 4: School staff flyer

Information to keep school staff informed

This year [insert clinic provider eg. name of council] is providing free vaccinations for all Year 8 and Year 10 students, on [insert date/s], as part of Queensland Health's annual School Immunisation Program.

Year 8 students are being offered vaccination to protect against human papillomavirus (HPV), varicella (chickenpox) and diphtheria-tetanus-pertussis (whooping cough).

Year 10 students are being offered protection against diphtheria-tetanus-pertussis (whooping cough).

The vaccinations will be conducted by a team of specially trained registered nurses and/or a medical practitioner.

We encourage the school community to support the immunisation program in our school.

For more information

All queries regarding clinic dates or consent forms for your school should be directed to your vaccination team. Any other queries should be directed to your local Public Health Unit.

Public Health Units

Darling Downs	4699 8240	Sunshine Coast	5409 6600
Gold Coast	5668 3700	Townsville/ Cairns	4753 9034
Metro North	3624 1111	West Moreton	3818 4700
Metro South	3176 4000	Wide Bay	4303 7500
Rockhampton	4920 6989		

For more information about diseases, vaccines or the School Immunisation Program, visit www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/default.asp.

Appendix 5: Tips for coordinating a school vaccination clinic

Thank you for agreeing to be the contact person for the School Immunisation 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

**** All Year 8 students** will be eligible for three doses of human papillomavirus (HPV) vaccine, one dose of chickenpox vaccine and one dose of adult/adolescent diphtheria-tetanus-pertussis (whooping cough). These consent forms will be in the same envelope.

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 _____ / _____ / 201 _____

Consent forms will be **collected** by _____ / _____ / 201 _____

Consent forms need to be posted in the reply paid envelope to

_____ (Address)

Late consent forms should be kept at the school OR posted to the above address.

Students should be encouraged to return their consent forms within one week of distribution. Only students with a completed and signed consent form will be vaccinated.

We strongly encourage parental reminders using SMS, sample letters and newsletter article/s. Sample letters and newsletter articles provided in this resource.

Appendix 5: Tips for coordinating a school vaccination clinic *(continued)*

Your proposed clinic dates

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

Please be aware that it is difficult to reschedule school vaccination clinics due to the intervals required between doses. If you become aware of any clashes with other school activities, we would appreciate being notified as soon as possible.

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 or two adjoining class rooms
- An undercover 'recovery' area next to the vaccination clinic where students can sit for 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
- One desk and two chairs per vaccinator (swivel chairs are preferable)
- A separate desk and chair for administration
- 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
- 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 15 minutes. Once the observation period is over, students who are not displaying any adverse event following immunisation can return to their scheduled school activities.

Strenuous sporting activities should be avoided immediately after the vaccination clinic.

The immunisation team is specially trained to deal with emergencies. The immunisation team will remain at your school for at least 15 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 school 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.



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