

Queensland School Immunisation Program

Information for Schools



Queensland
Government

Queensland School Immunisation Program—Information for Schools

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An electronic version of this document is available at www.health.qld.gov.au

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Contents

What is the School Immunisation Program?.....	3
Leading up to the vaccination clinic	3
Disclosure of student and parent, legal guardian or authorised person information.....	4
Distribution of consent pack.....	7
Consent cards to be returned.....	7
Prior to the vaccination clinic.....	7
Withdrawal of consent.....	8
At the vaccination clinic.....	8
General procedure for the clinic	9
At the start of the vaccination clinic	9
Following vaccination	9
After the vaccination team departs	9

Appendices

Appendix 1: Sample letter to parent, legal guardian or authorised person	10
Appendix 2: Frequently Asked Questions	12
Appendix 3: Sample school newsletter article	14
Appendix 4: School staff flyer	15
Appendix 5: Tips for coordinating school immunisation clinics	16
Appendix 6: Sample message for parent, legal guardian or authorised person	18
Appendix 7: Sample messages for students	20
Appendix 8: Missed vaccinations-information for parent, legal guardian or authorised person	21

What is the School Immunisation Program?

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

School immunisation programs 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 conduct a vaccination clinic.

Queensland Health's annual School Immunisation Program (SIP) provides secondary school students in state and non-state schools across Queensland the opportunity to be vaccinated against a range of diseases.

Year 7 students are offered free vaccinations against:

- human papillomavirus (HPV)
- diphtheria, tetanus and pertussis (whooping cough)

Year 10 students are offered free vaccination against:

- meningococcal ACWY (one dose)
- meningococcal B (two doses)

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/authorised persons, school newsletter article, school staff flyer, tips for coordinating clinics and sample messages for both parents/legal guardians/authorised persons and students are included in the appendices. These resources will assist you to inform your school community about this important public health program that offers protection for individuals and our whole community from vaccine preventable diseases.

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

Vaccination Service Provider

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

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 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, what time is required to vaccinate the students (particularly large numbers), distribution of consent packs, and requirements and procedures for vaccination sessions.
- When the dates for the vaccination clinic have been scheduled, please advise all relevant staff and schedule the dates into the school community calendar. If the date is changed, relevant staff and the school community calendar should be updated.
- Arrange vaccination times so that they are not followed by physical activity 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.

Disclosure of student and parent* information

Overview

The *Public Health Act 2005* requires school principals to disclose student and parent information to approved school health program providers, including school immunisation providers, to allow them to:

- reconcile returned consent cards for school health programs (i.e. immunisation and dental) against eligible students
- follow-up with parents of students who have not returned a consent card to offer them the opportunity to participate in the school health programs, and
- assist families to resolve concerns about their child's immunisation or oral health needs.

The legislation requires a school principal, or their delegate, to disclose student and parent information including:

- the name and date of birth of a student
- the name, telephone number, email address and postal address of a parent, and
- other information prescribed by regulation about a student, for example the sex of the student and which class or group they are attached to.

The school immunisation provider may use this information to:

- match returned consent cards with student lists to determine those who have consented, those who haven't consented and those who haven't returned a consent card
- follow up with parents of students who haven't returned a consent card to offer them the opportunity to have their child immunised and
- analyse the information to inform future strategies to improve consent card return rates.

Parents who return a consent card indicating 'No to Vaccination' will not be contacted. Figure 1 describes the process for request and disclosure of student and parent information and the follow up process of parents whose child does not return a consent card.

Information Privacy

To protect disclosed information, the law binds school immunisation providers to comply with either the National Privacy Principles or Information Privacy Principles under the Queensland *Information Privacy Act 2009*. This Act stipulates the requirements for the secure collection, use, storage and disposal of personal information to be followed by school health program providers.

School immunisation providers must store and dispose of disclosed student information in accordance with the Queensland State Archives guidelines. The information should only be retained for the school year that those students are eligible for vaccination. The information is to be deleted by the school immunisation provider from any electronic system and hard copies of the information destroyed when no longer required.

Process

It is important for schools to ensure their privacy policy reflects the law and take reasonable steps to ensure that parents are aware of these disclosure requirements.

The school principal is required to disclose the information to the school immunisation provider after Queensland Health advises them of their approved school immunisation provider. It is anticipated this will occur early in the school year or at the end of the previous school year.

Once the school principal is advised of the approved school immunisation provider, they are required to disclose the student and parent information to the approved school immunisation provider, if requested. This request should only occur once a year. The information should be disclosed within a reasonable period and in a format that is convenient to the school and usable by the school immunisation provider. There is no requirement

**In this section 'parent' also applies to a student's legal guardian or authorised person.*

to update the data set once the information has been provided to the school immunisation provider i.e. if a new student is enrolled at the school. The timeframe and format for the disclosed information will need to be negotiated with the school immunisation provider in consideration of the volume of data to be provided, the school's administrative capacity to provide this information and the timing of the school immunisation program.

If requested by the school immunisation provider, principals must disclose the information, unless the school principal deems disclosure is not in the best interest of the student. The principal's decision to not disclose a student's information is at the discretion of the school principal.

Examples why a principal may not disclose information are provided in Table 1. For reconciliation purposes, the principal must still advise the school immunisation provider of the number of students that have not been disclosed.

Table 1: Examples for not disclosing student and parent information

Reason
Student is under a Child Protection Order
Known domestic violence issues
Known custody issues
Family involved in a police matter

Unless it is not in the student's best interest, student and parent information for all Year 7 and all Year 10 students must be disclosed to the school immunisation provider to allow parents every opportunity for their child to participate in the School Immunisation Program and be protected against vaccine preventable diseases.

A parent may request that you do not disclose their information. In these instances, it is recommended the principal work with the parent to ensure they are fully informed about the purpose of the information disclosure. **It is at the principal's discretion whether they disclose information in these instances.** If you require further information please call 13 HEALTH (13 43 25 84) or visit www.health.qld.gov.au/immunisation

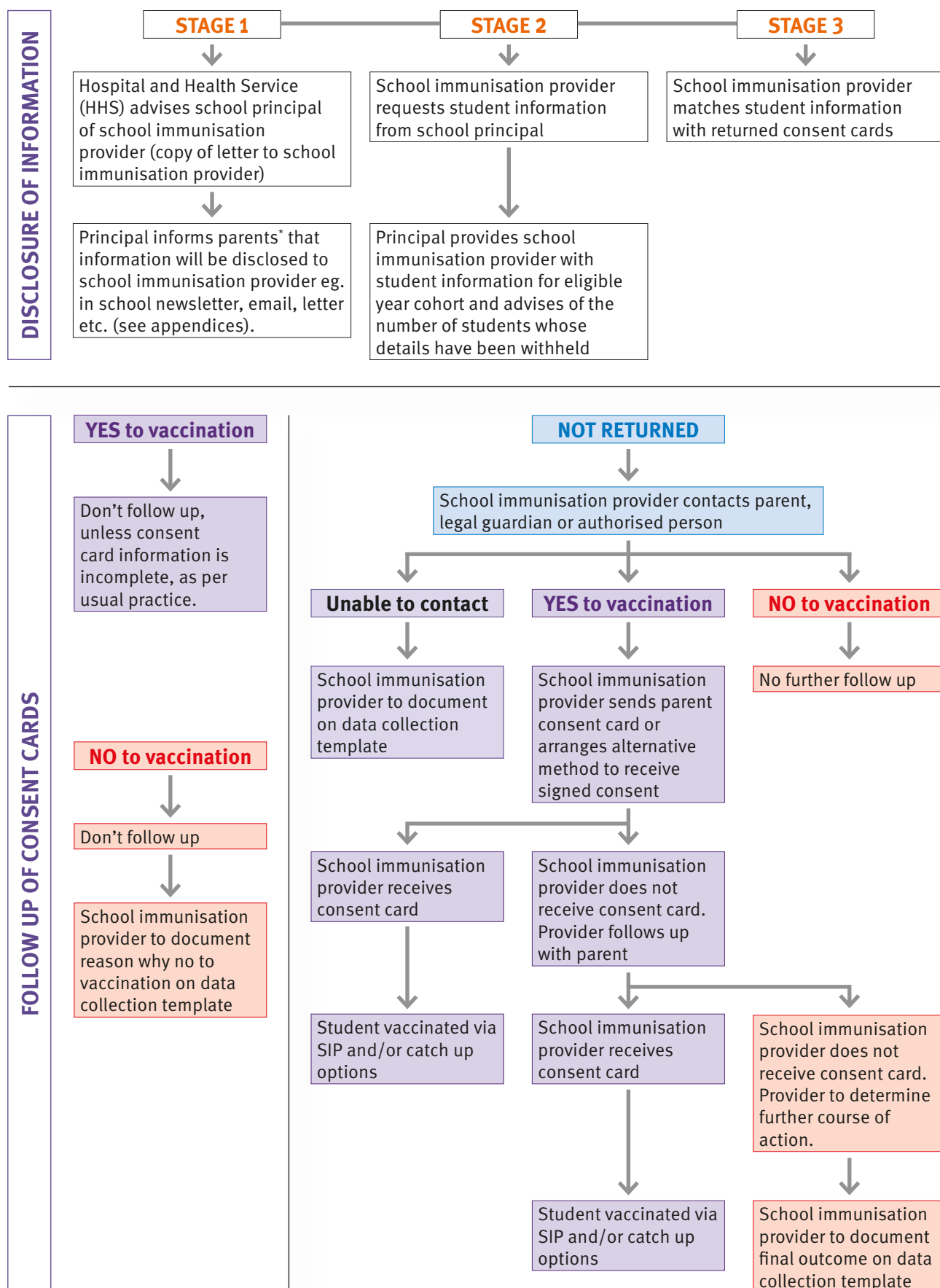
Information for parents

Schools will need to take reasonable steps to ensure their parents are aware of the disclosure requirements. This *Information for Schools Booklet* includes specific information about the law including sample text for the school to provide to parents via letters, email and/or newsletters (Appendix 1) as well as a Frequently Asked Questions document for parents (Appendix 2).

The School Immunisation Program consent pack provides information on the law for parents.

**In this section 'parent' also applies to a student's legal guardian or authorised person.*

Figure 1: Process for disclosure of student information and follow up of non-returned consent cards



*In this section 'parent' also applies to a student's legal guardian or authorised person.

Distribution of consent pack

- Schools will receive sufficient consent packs for every Year 7 and Year 10 student to give to their parent/legal guardian/authorised person. The consent packs contain a consent card together with an information sheet about the vaccines being offered.
- Please distribute the consent pack to every student in Year 7 and Year 10 and relevant members of the teaching staff (for their information only). School staff are not eligible to receive vaccination as part of the SIP.
- Your school may wish to distribute information about the SIP to the school community. For example, a parent, legal guardian or authorised person email or text message, school newsletter article, or a note in the school diary or prospectus. Sample letters to parents, legal guardians or authorised persons to accompany the consent packs and a newsletter article are included in the appendices of this document and may be adapted for your school's use.

Consent for children in care

Please note:

For children and young people subject to a child protection care agreement or a child protection order granting custody to the chief executive, consent must be sought from the parent. If the parent does not consent, Child Safety are able to discuss this with the child or young person's health practitioner who may immunise the child or young person under the authority of section 97 of the *Child Protection Act 1999*.

For children and young people subject to a child protection order granting their guardianship to the chief executive, parental consent is not required and the delegated officer, approved carer and care service are authorised to consent to the child or young person's immunisation. In these cases, the carer or care service are to provide a copy of the *Authority to care – guardianship to the chief executive* form as well as a completed School Immunisation Program consent form to the school.

Consent cards to be returned

- Consent cards should be returned as per the timeframe advised by the school immunisation provider.
- Consent cards should be collated into classes and returned to the vaccination team.
- Please do not separate the "No to vaccination" section of the consent card. If parents, legal guardians or authorised persons have separated the consent card, include all returned information into collated class lists.

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 cards to the school (sample article included – see Appendix 3).
- If the clinic date changes, inform parents, legal guardians or authorised persons as soon as possible.
- You will receive extra consent packs to distribute to students who may have lost their original consent pack.
- 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 cards for checking prior to the vaccination session.
- Read the 'At start of the vaccination clinic' section so you can arrange relevant equipment and know what to expect on the day.

Withdrawal of consent

A parent, legal guardian or authorised person has the right to withdraw their consent to vaccination. It is recommended that withdrawal of consent be provided in writing to the immunisation provider within a reasonable timeframe before the day of vaccination.

If a parent, legal guardian or authorised person wants to withdraw consent to vaccination, school staff must advise the parent, legal guardian or authorised person it is their responsibility to ensure the immunisation provider is aware prior to the vaccination clinic and that the school does not advise the immunisation provider. Provide them with the immunisation provider contact details and ask them to call them directly.

At the vaccination clinic

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

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

- **Staff member/s to bring students to the vaccinating area** and to redistribute all consent cards to students prior to vaccination.
- **Staff member/s 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 **screened '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 (e.g. first aid room or sick bay).
- **Screens** or some other method to keep students from directly viewing those being vaccinated.
- The room should be **quiet, spacious and free of clutter** with adequate cooling and heating.

General procedure for the clinic

Before the clinic, the vaccination team will:

- report to the front office/reception for sign-in prior to being directed to the allocated area;
- give the signed consent cards to the nominated staff member/s for redistribution back to each class prior to the clinic; and
- set up and prepare all equipment before they start vaccinating.

The vaccination team will advise about follow-up for students who have not returned a consent card.

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 cards 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 parent, legal guardian or authorised person.

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 all vaccinated students have not experienced 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, 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 routine school procedures) or call the Queensland Ambulance Service by dialling **000** and **contact their parent, legal guardian or authorised person.**

Appendix 1: Sample letter to parents, legal guardians or authorised persons

Dear parent/legal guardian/authorised person

Immunisation program for Year 7 and year 10 students

Our school is participating in Queensland Health's annual School Immunisation Program. All Year 7 and Year 10 students will be offered free vaccinations to protect against vaccine preventable diseases. Year 7 students will be offered a human papillomavirus (HPV) vaccine and a combined diphtheria, tetanus and pertussis (whooping cough) vaccine. Year 10 students will be offered vaccines against meningococcal disease.

Vaccines offered in the Queensland School Immunisation Program		
School Year	Vaccine	Dose and administration
Year 7	Human Papillomavirus (HPV)	One dose of human papillomavirus (HPV) vaccine will be offered.
	Diphtheria-Tetanus-Pertussis (whooping cough) (dTpa)	One booster dose of adult/adolescent formulation diphtheria-tetanus-pertussis (whooping cough) (dTpa) vaccine will be offered. Most students would have received initial vaccination against diphtheria, tetanus and pertussis (whooping cough) when they were pre-school age.
Year 10	Meningococcal ACWY	One dose of meningococcal ACWY vaccine will be offered.
	Meningococcal B	Two doses of meningococcal B vaccine will be offered.

Please read the information booklet contained in the consent pack which will be sent home with your child in term 1.

Only students with a **signed and completed consent card, indicating 'Yes to Vaccination'** will be vaccinated. If you would like your child to be vaccinated, please fill in the consent card and return it to the school within one week.

If you do not consent to your child being vaccinated, or your child has already been vaccinated with the offered vaccines, please complete the 'No to Vaccination' section on the consent card and return the consent card to the school within one week.

The *Public Health Act 2005* requires the school principal to disclose student and parent, legal guardian or authorised person information for eligible Year 7 and Year 10 students to the school immunisation provider if requested. This information will enable the school immunisation provider to determine those who have and have not consented, and directly follow-up with parent, legal guardian or authorised person of students who have not returned a consent card. This direct follow-up ensures all parents, legal guardians or authorised persons are offered the opportunity for their child to participate in this important school health program. It may also assist you in making decisions about your child's immunisation needs.

Parents, legal guardians or authorised persons who have indicated 'No to Vaccination' will not be followed up by the provider.

School immunisation providers will be bound to comply with the *Information Privacy Act 2009*. This Act stipulates the requirements for the secure collection, use, storage and disposal of personal information to be followed by school health program providers.

The vaccinations will be conducted by a team of authorised registered nurses and/or a medical practitioner. Parents, legal guardians or authorised persons are encouraged to ensure their children have breakfast on the morning of vaccination.

The vaccination team will be visiting the school to give the free vaccinations on the following date/s:

Clinic	Clinic	Clinic
<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 10	<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 10	<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 10

For further information about the School Immunisation Program please call 13 HEALTH (13 43 25 84) or visit <https://www.qld.gov.au/health/conditions/immunisation/adolescents>

Yours sincerely

[Principal's name]

Appendix 2: Frequently Asked Questions

QUEENSLAND SCHOOL IMMUNISATION PROGRAM

Disclosure of student and parent, legal guardian or authorised person information

Frequently asked questions for parent, legal guardian or authorised person

What is the School Immunisation Program?

The Queensland School Immunisation Program offers Year 7 and Year 10 students in all Queensland secondary schools free nationally recommended immunisations to protect against vaccine preventable diseases. Year 7 students are offered vaccination against human papillomavirus and diphtheria-tetanus-pertussis (whooping cough). Year 10 students are offered vaccination against meningococcal disease.

How does it operate?

The School Immunisation Program commenced as a statewide program in Queensland in 2007 as the most efficient and effective way to immunise adolescents. Queensland Health authorises school immunisation providers to visit schools and immunise students. To be immunised in the School Immunisation Program, students must return a consent card signed by their parent, legal guardian or authorised person. If a consent card is not returned, the student is not vaccinated.

What is the legislation relating to student and parent, legal guardian or authorised person information?

The *Public Health Act 2005* requires the school Principal to provide information to approved school immunisation providers for the purposes of following up the parent, legal guardian or authorised person of students who have not returned a consent card. This includes:

- the name and date of birth of a student
- the name, telephone number, email address and postal address of a parent, legal guardian or authorised person of a student, and
- any other information prescribed by regulation about a student. This may include whether the student is male or female, which class or group they are attached to, the languages spoken at the student's home and the student's Aboriginal and Torres Strait Islander status.

How does disclosing student and parent, legal guardian or authorised person information benefit the school immunisation program?

In some schools a large number of immunisation consent cards don't get returned to school. This means parents, legal guardians or authorised persons may not be receiving information about the program and given the opportunity for their child to be immunised.

Disclosing student and parent, legal guardian or authorised person information means that the school immunisation providers will be able to determine those who have and have not consented, and directly follow-up with the parents, legal guardians or authorised persons of students who have not returned a consent card. This direct follow-up ensures all parents, legal guardians or authorised persons are offered the opportunity for their child to participate in this important school health program and protect their child against vaccine preventable diseases. It may also assist in making decisions about their child's immunisation needs.

If my child returns a consent card to school, will I be contacted?

No. If your child returns a consent card to school, you will not be contacted. However, you may be contacted if the information you provided on the consent card is not clear or incomplete.

Can I decline consent for my child to participate in the school immunisation program?

Yes. You will need to complete the consent card to record your refusal in the 'No to vaccination' section and return the consent card to your child's school. This will ensure you are not contacted by the school immunisation provider.

Is the Principal required to pass on student and parent, legal guardian or authorised person information to a school immunisation provider?

Yes, unless the Principal determines it is not in the best interest of the student to pass on the information. An example of this may be a child under a protection order.

How will the information be protected?

All school immunisation providers are bound to comply with the Queensland *Information Privacy Act 2009*. This Act stipulates the requirements for the secure collection, use, storage and disposal of personal information to be followed by school health program providers.

How will information be transferred, used and stored?

Student and parent, legal guardian or authorised person information will be given to the school immunisation provider in a secure format agreed to by the Principal and the school immunisation provider early in the school year. The information will be securely stored and only accessed by authorised staff. School immunisation providers must store and dispose of disclosed student information in accordance with the Queensland State Archives guidelines.

Where can I get more information?

- Call 13 HEALTH (13 43 25 84)
- Visit Queensland Health's Immunisation website:
<https://www.qld.gov.au/health/conditions/immunisation/adolescents>

Appendix 3: Sample school newsletter article

[You may like to use or amend this sample newsletter article to suit your needs, post on your website and link to the QSchools app.]

Immunisation program comes to school

[insert clinic provider e.g. name of council] is providing free vaccinations for all Year 7 and Year 10 students, on *[insert date/s]*, as part of Queensland Health's annual School Immunisation Program. All Year 7 and Year 10 students are being offered free vaccinations to protect against vaccine preventable diseases. Year 7 students will be offered a human papillomavirus (HPV) vaccine and a combined diphtheria, tetanus and pertussis (whooping cough) vaccine. Year 10 students will be offered vaccination against meningococcal disease.

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

A consent pack will be given to your child to bring home. Please read the information booklet carefully, sign the consent card and return the consent card to the school by *[insert date]*.

Parents, legal guardians or authorised persons are encouraged to ensure their children have breakfast on the morning of vaccination.

For more information about vaccines or the School Immunisation Program, visit www.qld.gov.au/health/conditions/immunisation/adolescents

Appendix 4: School staff flyer

[You may like to use or amend this sample copy for a flyer to keep school staff informed.]

[insert clinic provider e.g. name of council] is providing free vaccinations for all Year 7 and Year 10 students on [insert date/s] as part of Queensland Health's annual School Immunisation Program. All Year 7 and Year 10 students are being offered free vaccinations to protect against vaccine preventable diseases. Year 7 students will be offered a human papillomavirus (HPV) vaccine and a combined diphtheria, tetanus and pertussis (whooping cough) vaccine. Year 10 students will be offered vaccination against meningococcal disease.

Vaccines offered in the Queensland School Immunisation Program		
School Year	Vaccine	Dose and administration
Year 7	Human Papillomavirus (HPV)	One dose of human papillomavirus (HPV) vaccine will be offered.
	Diphtheria-Tetanus-Pertussis (whooping cough) (dTpa)	One booster dose of adult/adolescent formulation diphtheria-tetanus-pertussis (whooping cough) (dTpa) vaccine will be offered. Most students would have received initial vaccination against diphtheria, tetanus and pertussis (whooping cough) when they were pre-school age.
Year 10	Meningococcal ACWY	One dose of meningococcal ACWY vaccine will be offered.
	Meningococcal B	Two doses of meningococcal B vaccine will be offered.

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

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

For more information

Our school contact person for this program is <insert staff member name>.

All queries regarding clinic dates or consent cards should be directed to your vaccination team. Any other queries should be directed to your local public health unit.

Queensland Health Public Health Unit Contact Numbers			
Darling Downs	(07) 4699 8240	Sunshine Coast	1300 017 190
Gold Coast	1800 940 750	Townsville/Cairns/Mackay/ North West/Torres & Cape area	(07) 4433 6934
Metro North	(07) 3624 1111	West Moreton	(07) 3818 4700
Metro South	(07) 3156 4000	Wide Bay	(07) 4303 7500
Central Qld	(07) 4920 6989		

For more information about diseases, vaccines or the School Immunisation Program, visit www.qld.gov.au/health/conditions/immunisation/adolescents or <https://www.health.qld.gov.au/public-health/topics/immunisation>

Appendix 5: Tips for coordinating school immunisation clinics

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 cards

All Year 7 students will be offered a human papillomavirus (HPV) vaccine and a combined diphtheria, tetanus and pertussis (whooping cough) vaccine. There will be one combined consent card for these vaccinations.

All Year 10 students will be eligible for one dose of meningococcal ACWY vaccine and two doses of meningococcal B vaccine. There will be one combined consent card for these vaccinations.

Consent packs will be **delivered** to your school by ____ / ____ / 202____

Consent cards will be **collected** by ____ / ____ / 202____

OR

Consent cards need to be posted in the reply paid envelope to this address:

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

Students should be encouraged to return their consent cards within one to two weeks of distribution. Only students with a completed and signed consent card will be vaccinated.

We strongly encourage parental reminders using different means of communications such as SMS, letters and newsletter article/s. Sample letter, email and newsletter article are provided in this resource.

Clinic dates

Year	Date	Time

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 (e.g. sporting events), 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.
- 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 per vaccinator** (swivel chairs are preferable).
- A **separate desk and chair** for administrative assistant.
- **A few gym mats** for students who do not feel well.
- An **'emergency' area** separate from the 'recovery' area which is easily accessible and relatively private (e.g. first aid room or sick bay).
- **Screens** or some other method to keep students from directly viewing those being vaccinated.
- The room should be **quiet, spacious and free of clutter** with adequate cooling and heating.

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 should assist in the supervision of students in the recovery area.
- Teachers/teacher aides should accompany students with special needs.

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. They will need to inform a vaccination team member if they observe any of these signs or 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 and advise the student's parent, legal guardian or authorised person.

Appendix 6: Sample messages for parents, legal guardians or authorised persons

EMAIL

Subject Line: School Immunisation Program

- Your child in Year 7 is being offered free vaccines against human papillomavirus (HPV) and diphtheria-tetanus-pertussis (whooping cough).
- Your child in Year 10 is being offered free vaccine against meningococcal disease.
- The school *[will provide/has provided]* vaccination consent packs through *[a letter to parents/legal guardians/ authorised persons OR your child]* on *[insert date]*
- Immunising your child is important because:
 - he/she needs a booster dose for diphtheria-tetanus-pertussis (whooping cough)
 - some immunisations need to be given in early adolescence (e.g. human papillomavirus)
 - vaccination is free for your child through the School Immunisation Program for a limited time – take advantage of this while your child is eligible.
- If you haven't received the vaccination consent pack contact the school or download the consent card and information booklet from <https://publications.qld.gov.au/dataset/school-based-vaccination-program>
- Return the completed and signed vaccination consent card to the school by *[insert date]*
- Only students with a completed and signed vaccination consent card will be vaccinated.
- Please ensure your child has had breakfast on the day of vaccination and wears loose and comfortable clothing
- Let the school know as soon as possible if your child is going to be absent on the day of the school vaccination.
- If your child misses the school immunisation, he/she can still be immunised:
 - at a catch-up school immunisation clinic (check with the school who your service provider is)
 - at your doctor, community pharmacy, or free community immunisation clinic (if offered by your local council or other immunisation service provider)
- Find out more:
 - Call 13 HEALTH (13 43 25 84)
 - Visit <https://www.qld.gov.au/health/conditions/immunisation/adolescents>
 - Visit the Australian Immunisation website www.health.gov.au/health-topics/immunisation
 - Contact your doctor
 - Queensland information about vaccinations <https://www.qld.gov.au/health/conditions/immunisation>

- Consent card and information booklet for Year 7 and Year 10 vaccinations
www.publications.qld.gov.au/dataset/school-based-vaccination-program
- National Immunisation Schedule Queensland
<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/schedule>
- Benefits of immunisation
www.qld.gov.au/health/conditions/immunisation/benefits
- National Centre for Immunisation Research & Surveillance—Information resources for parents, legal guardians or authorised persons and care givers
<http://ncirs.org.au/public>

SMS

- Your child is eligible for free vaccinations at our school on *[insert date]*
- We have given your child a letter and vaccination consent pack
- We have given your child a vaccination consent pack
- Please be aware vaccination consent cards have been given to you child
- Check with your child as vaccination consent cards have been handed out
- Reminder: Please return your vaccination consent card by *[insert date]*
- Your child will only be vaccinated if you complete, sign and return the vaccination consent card indicating 'Yes to Vaccination'
- If you haven't received the vaccination consent pack, please contact us
- Reminder: your child's vaccination at school is on *[insert date]*

QSchools app

Establish push notifications to eligible families

Appendix 7: Sample messages for students

- Yes, needles may hurt – but only a little and only for a second! The benefits far outweigh a little discomfort.
- Make sure you eat breakfast on the morning of the vaccination.
- Bring an extra snack and drink with you on the day of vaccination to avoid getting faint or dehydrated.
- Wear loose and comfortable clothing on the day of vaccination, for example, your sports uniform.
- Don't bring your books or bags to the vaccination clinic.
- It's ok to bring a buddy if you need support.
- It's normal to feel a bit anxious. Let us know – you can go in first and get it over and done with.
- If you have questions, please talk to the vaccination team.

Appendix 8: Missed vaccinations-information for parents, legal guardians or authorised persons

It is important to have your child immunised in the same year the vaccine is offered in the school program. If your child misses their school immunisation, they can be immunised:

- at a catch-up school immunisation clinic (check with your school who your local immunisation service provider is)
- at your doctor
- at a community pharmacy
- at a free community immunisation clinic (if offered by your local council or immunisation service provider)

