

FAQS for schools

These FAQS are for schools who may have typical questions about booking vaccinations in your schools, the vaccination process itself and communicating with parents.

Booking vaccinators for your school

Who do I return the booking form to?

Please return the booking form to your Local Authority School Liaison, Chrissy Leonard and Vickie Clegg, who will send it on to the vaccine team.

leonardc@ealing.gov.uk

cleggv@ealing.gov.uk

We have a very high/very low number of students who want to be vaccinated

If you have a particularly high or low number of students to be vaccinated, please email the c19.roving@nhs.net inbox as they may be able to bring more vaccinators if numbers are high or do two schools in one day if numbers are low. An update should be given at 3pm the day before the vaccine day as a minimum but earlier information is also welcome. As a guide, the team can vaccinate approximately 360 students in a day.

When will the dates of the vaccination be confirmed?

The dates are scheduled and will be confirmed at least one week before the vaccine date but may be before this depending on when the request form has been received. Schools are encouraged to submit the request form with as much notice as possible.

Can I request more than one date if we have a large school?

Yes, the team can do 360 vaccines per day so if you are likely to have more than that the vaccine team will return. To enable the maximum numbers vaccinated per day, please ensure there is a consistent flow of students to the vaccine hall.

How many people are in the vaccine team?

The team is usually 8-10 people but this may be bigger or smaller depending on the numbers to be vaccinated in your school.

What is the additional space needed for?

If you have a large number of students and if you have more space available, we may be able to bring a bigger team and vaccinate more students on one day.

What is the water certificate referred to in the booking form?

Confirmation that the water quality in the school has been risk assessed/tested for pathogens that may cause harm such as legionella.

What is the splash screen needed for wi-fi access?

A splash screen is a screen which is used by some public Wi-Fi networks to force laptops or phones to accept terms & conditions or log in before accessing the Wi-Fi network. Photo example on the right:



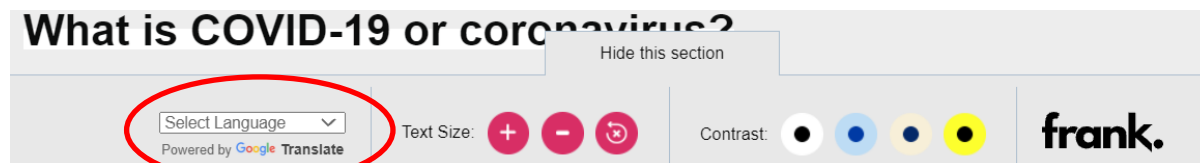
Communication

Are translations of parent communication available?

Public Health England's information guide for 12-15 vaccinations is available as plain text on this web page: [COVID-19 vaccination: a guide for eligible children and young people aged 12 to 17 :: North West London Clinical Commissioning Groups \(nwlondonccg.nhs.uk\)](https://www.nwlondonccg.nhs.uk/COVID-19-vaccination-a-guide-for-eligible-children-and-young-people-aged-12-to-17)

Also available is the consent form for parents and a letter from the school to parents, which you can find here: [Information for schools :: North West London Clinical Commissioning Groups \(nwlondonccg.nhs.uk\)](https://www.nwlondonccg.nhs.uk/information-for-schools)

There is additional function at the bottom of each of these pages to translate the text into other languages.



We have received communication about vaccines which is not from the Local Authority or the c19.roving@nhs.net inbox. What should we do?

This should be immediately considered suspicious, as all NHS communication about the vaccine will go nationally through the government website or through the Local Authority. Please forward on to the Local Authority lead to check whether it is genuine.

Consent

Do I need to let the NHS Team know how many consent forms have been confirmed?

Yes – this is really important for the vaccination teams to plan the number of vaccinations to bring on site. Please email the c19.roving@nhs.net at the following intervals:

7 days before, 3 days before and by 3pm the day before

The consent form is for 12-15 year olds but we are also offering it to 16-18 year olds and staff

16-18 year olds can give their own consent on the day to the vaccinators or use the consent form if they wish.

Is electronic consent available or do we need to use a paper form?

There is no centrally run electronic consent forms in North West London, however if schools use existing electronic communication with parents they can use this to get consent (e.g. emails, text, other communication platform). Responses from the parents can also be sent in / stored electronically.

Vaccination process

What clothing should students wear?

Students should wear usual school uniform or t-shirt if the school does not have a uniform. The vaccination team will need to vaccinate the student in their upper arm so access to this area is essential. If the school allows it a t-shirt may be worn if it makes the child feel more comfortable. Students should take off any jumpers/blazers before coming to the vaccine area. Please include this in your communication to parents & pupils.

How should the school manage the flow of students?

One vaccinator can vaccinate a student every 5 minutes and each team will have 4 vaccinators. Therefore a continuous flow of students is required to get through the maximum numbers in the hours available. Where this has worked best, schools have devised a schedule of the order of which classes are being brought to the vaccine area, to ensure there is a continuous queue of students to be vaccinated. School staff may need to be on hand to help manage the flow of students

Is there an existing template form to record all pupils to be vaccinated or does each school have to create their own?

Unfortunately, schools will need to create their own. You can follow these steps:

- Export a list of all students with first name, surname, age and date of birth (so you can identify those who are 12 and 16+), ethnicity, UPN (in case your borough data lead will do ethnicity for you) and postcode – this is to speed up the process for the NHS as if the student does not know their NHS number they can be found by postcode.
- Then manually add consent to this.
- Vaccine teams will need a register printed for them which they will then take away – that contains first name, surname, tutor group and postcode. It is easier to have one excel sheet with all pupils but sorted by tutor group, to quickly identify students

What is the plan to vaccinate children in Year 7 who aren't 12 on the day of the vaccination session but will turn 12 later in the school year?

Teams will vaccinate all children aged 12 years and over on the day of the school visit who have provided consent. Young people in year 7 who are aged 12 years and have consented will be identified by SAIS and vaccinated at the same session, alongside pupils in years 8 onwards.

A follow-up offer will be made to any children who miss the first vaccination in their school. This will help to ensure that the following pupils can access the vaccine:

- those turning 12 years after the session
- those who were absent from school on the day of the session
- those who missed the vaccination session because they had a COVID-19 infection
- those who subsequently change their minds or take longer to reach a decision

It is anticipated that this will be delivered outside of school settings to minimise any further disruption to education and other immunisation programmes, either at their GP clinic or at a vaccination centre?

Do I need additional dedicated staff on the day and can I claim costs for additional staff on the day? E.g administrator for consent; onsite cleaner; steward

Some schools may want to have dedicated staff members on the day to help with the consent forms, stewarding or cleaning so the event runs smoothly. Unfortunately, there isn't a budget available to schools to pay for dedicated staff but there is an opportunity to use prefects or senior pupils to help with stewarding and acting as runners. If any costs are incurred, do keep a record of costs spent in case these can be reclaimed.

A housekeeper will be needed to help refill the mobile sinks if they are being used, will be needed.

A cleaner is not necessarily needed on the day, but the room will need to be deep cleaner the night before each session.

How will the room need to be set up?

The vaccination teams will be likely to use 5-6 tables for vaccinations and 1-2 for preparing the vaccine. If you have equipment still left over from the LFD testing then these can be used.

Do the school need to provide a sink in the vaccination venue?

The vaccination team will need access to water, so if there is no sink available in the chosen location, then let the vaccination team know and they can bring a portable sink in.

What ICT equipment will the vaccination team bring?

The vaccine team will bring laptops. These are already 4G enabled so they do not need WIFI but they will need a good signal/ reception.

Can students get the vaccine if they have recently tested positive for covid 19?

Students must wait 28 days after a positive test before they can get the vaccine. This must be declared.

Will having the vaccine impact on absence rates?

Most people do not experience any side effects from the vaccine or if they do they are minor and would not be expected to impact on absence rates. Hence, there should be no significant impact on school absence rates.

Can we use the covid-19 testing space for vaccines?

Adapting a space used for covid testing is ideal. Please see photos in Appendix B for examples of the set up. The vaccine team will bring all the equipment they need, but if the school has a privacy area this is welcomed.

Our school has individual circumstances that we think will affect the vaccine day, who should we tell?

You can highlight this on the booking form, but please work with your LA schools liaison to input any information and soft intelligence you think would be useful.

Some students will want their vaccine in private. Can you provide this?

We will bring a privacy screen with us, and if you also have access to a private area this would be ideal.

How many doses do students get?

Please see appendix A in this document which has a breakdown of each age category (including adults) and how many vaccines they can get. If we have the time and the vaccine availability, we can also vaccinate staff.

How long is the observation time and how many students will be under observation at any one time?

The observation time is 15 minutes. Clinical observation will be provided but the school is expected to provide staff to supervise the students. If there are 4 vaccinators there will be approximately 12 students in the observation area at any one time.

Will the vaccinators take breaks?

The vaccine team will align their breaks with your school day. There is no obligation to provide lunch but the vaccine team would be very happy if this was available.

How do we handle students who are anxious?

The vaccine team are experienced and will do all they can to support the student. The school should ensure all the information provided nationally by the government is available for students to read up about the vaccine beforehand. The vaccine team may ask for school staff to support, for example arranging for the student to come back at a later time with a friend.

Supporting documents

[Vaccination information for 12-15 year olds](#)

[Consent form for parents](#)

[Booking form](#)

Translatable versions

[Vaccination information for 12-15 year olds \(translation\)](#)

[Consent form for parents translation](#)

Appendix A

Category	Number of doses	Location and Comments
12-15	1	School
12-15 vulnerable groups	2	<p>If they have had one dose, we can offer a second dose (8 weeks apart) and they would need to bring the text or confirmation from their GP.</p> <p>If they have had no doses, they can have a 1st Pfizer dose at school and their second dose organised and coordinated through their GP.</p>
16- 17 and 9 months	1	School or via the national booking service (NBS)
17 and 9 months to 50	2	<p>If they have had one dose, of Pfizer only, we can offer a second dose. If they have had one dose of another vaccine we will assess, and if the vaccines are compatible, we will offer a second dose.</p> <p>If they have had no doses, they can have a 1st Pfizer dose at school and their second dose organized through GP or at a community pharmacy via the national booking service (NBS).</p>
50 plus	2 plus winter booster	<p>If they have had one dose, of Pfizer only, we can offer a second dose. If they have had one dose of another vaccine we will assess, and if the vaccines are compatible, we will offer a second dose.</p> <p>If they have had no doses, they can have a 1st Pfizer dose at school and their second dose organized through GP or community pharmacy via the national booking service (NBS).</p> <p>6 months after a 2nd dose, we can offer a booster. The person will be contacted by GP and offered an appointment for their booster vaccination but if time and vaccine availability allows this might be offered at school. The Pfizer booster can be given to everyone, regardless of which vaccine they were given the first time</p>
Adult vulnerable groups	2 plus winter booster	<p>If they have had one dose, Pfizer only, we can offer a second dose.</p> <p>If they have had no doses, they can have a 1st Pfizer dose at school and their second dose via the national booking.</p> <p>6 months after a 2nd dose, we can offer a booster. The person will be contacted by GP and offered an appointment for their booster vaccination but if time and vaccine availability allows this might be offered at school. The Pfizer booster can be given to everyone, regardless of which vaccine they were given the first time</p>

Appendix B – School Set up Examples

