

Checklist for primary schools for flu school vaccination sessions:

- **Prior to the vaccinations, please can consent forms returned by parents be retained by the school until the day of vaccination and if possible kept in year groups and class order.**

On the day of vaccination:

- **We will require a class list for all pupils in Reception, year 1, year 2, year 3, year 4, year 5 and year 6 (and all year groups in special schools).**
This needs to include in table form, the name, dob, class and telephone number. Please have this ready for the start of the session and pass to the administrator on arrival. This list is used to ensure that we have an up to date and accurate list of young people to work from, and that we are able to accurately record vaccination information on young people's health records.
- **A room of suitable size to accommodate the immunisation team (administrators and nurses) with tables and suitable chairs, with backs, that are fit for purpose. We require a ground floor room where possible, and will risk assess the room on arrival to ensure it meets the team's needs.**
- **We require on site parking on the day, for up to two cars. If we are unable to park on site, this may affect the session start time.**
- **Please ensure that children are brought down for vaccination in a timely way to avoid delay due to the high number of vaccinations.** We must have a teacher or assistant present at the session who knows and can identify the children.
- Please ensure each year group is brought down in a timely manner, to ensure there is no delay during the session (apart from 30 mins break for lunch). Please only bring children with positive consent forms down.
- **For flu sessions please allow up to a whole day.** However, some sessions may be shorter am or pm sessions, depending on the cohort size. This will be advised.
This is because in most schools we have a large number of vaccinations to administer and need to ensure that health and safety procedures are adhered to.
- **Please ensure that a member of school staff is present at the session to assist with the vaccination session on the day and most importantly to IDENTIFY THE PRIMARY SCHOOL CHILDREN.**
This is to both supervise the children while they are waiting for vaccination and to ensure that the correct consent form is matched with the correct child and each child can be identified by the staff member to avoid vaccination error.

Please contact the immunisation team on 01895 485740 / cnw-tr.immunisationteam@nhs.net for further clarification / information. Thank you.