

Checklist for secondary schools for Booster and HPV school vaccination sessions:

- **At the start of the school year (September 2019), we require a class list for all pupils in year 10, all pupils in year 8 and girls only in year 9.**
This needs to include in table form, the name, dob, class and telephone number. Please email this list to cnw-tr.immunisationteam@nhs.net by the end of September 2019.
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. We also require this list to be able to contact parents in the event that consent forms are not returned so that we can ensure that young people and their parents are offered the opportunity to make an informed decision regarding vaccinations.
- **Prior to Booster and HPV vaccination sessions, we would appreciate the return of 100% of consent forms from young people two weeks prior to the vaccination session.**
This is because we need to ensure that the provision of vaccination is equitable and we need to evidence that all young people and parents have received the appropriate information regarding vaccination and have made an informed decision.

On the day of vaccination:

- **A room of suitable size to accommodate immunisation team (administrators and nurses) with tables and chairs which have backs and are fit for purpose. We require a ground floor room if possible, and will risk assess the room on arrival. If the room is not suitable we may require a different one. We also require 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.**
- **Crash mat in the room for young people who feel faint following vaccination.**
(Vasovagal syncope (faint) is widely reported following vaccination and NHS guidance is for people to lie down and be monitored until they are feeling better if they are feeling faint. In addition, when a young person reports that they have previously felt faint with vaccination, we administer the vaccination with them lying down to reduce the risk of injury associated with fainting.)
- **Water and cups for young people who may feel nervous or faint during / following vaccination.**
- **Timings of classes / young people to attend for vaccination.**
Please note, we require all young people in Year 10 to see the nurse to discuss the vaccination, regardless of whether a consent form has been returned. Self – consent is possible for Year 10 students
- **For Booster vaccination sessions and HPV sessions, please allow up to a whole day.**
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.
- **A member of school staff to assist with the vaccination session on the day.**

This is to both supervise young people while they are waiting for vaccination and to ensure that 100 % of the young people on the class list attend for the session.

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