

Checklist for primary schools for flu school vaccination sessions:

- **At the start of the school year (September 2018), we require a class list for all pupils in reception, year 1, year 2, year 3, year 4 and year 5 (all year groups in special schools).** This needs to include in table form, the name, dob, address and telephone number. Please email this list to cnw-tr.immunisationteam@nhs.net by the end of September 2018. 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.
- **Prior to the vaccinations, please can consent forms be retained by the school from parents until the day of vaccination and if possible kept in year groups and class order.**

On the day of vaccination:

- **A room of suitable size to accommodate immunisation team (administrators and nurses) with tables and chairs.**
- **Please ensure that children are brought down for vaccination in a timely way to avoid delay due to the high number of vaccinations.**

Please start timings from 09.30am with each year group following the next so that there is no break in children coming for vaccination (apart from 30 mins break for lunch). Please only bring children with positive consent forms down for vaccination in a timely way so that vaccinations can be carried out without delays.
- **For flu 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.
- **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.