

Immunisation best practice guide



About Vaccination UK

Vaccination UK has been commissioned by NHS England since 2015 to provide school aged immunisations, including Influenza, to pupils across numerous counties and boroughs in England, including the Black Country, Hertfordshire, Herefordshire & Worcestershire and nine boroughs of North-East London.

Pupils are offered the following vaccinations in school:

- The **HPV (human papilloma virus) vaccination** offered to boys and girls in Year eight and above which protects against genital warts and HPV related cancers such as cervical cancer, cancers of the head and neck and cancers of the genital area.
- The **Diphtheria, Tetanus and Polio (DTP) vaccine**, also known as the three-in-one teenage booster which is the last routine dose that provides young people with long-lasting protection into adulthood and is routinely given in year nine.
- The **Meningococcal (Men ACWY) vaccination** for children in Year nine and above which helps protect young people against four types of meningococcal disease which can cause both meningitis and septicemia.
- The **flu vaccine**, which is a disease that spreads very rapidly, potentially causing widespread illness, especially in those who are already vulnerable because of their age or medical condition. This vaccine is offered from September onwards.

Vaccination UK – Wolverhampton Contact details

The local team can be contacted by:

Telephone: 01902 200077

Email: wolverhampton@v-uk.co.uk

Further information is available on our website: www.schoolvaccination.uk

Vaccination Checklist

Action Owner	Action	Timing	Completed
VUK	Contact made with school advising of planned sessions for the following academic year.	June – July each academic year	
VUK/ School	A template document will be provided to schools to collect the required class list information. This format will allow the data to be uploaded directly into the NHS system.	1st week of September each academic year	
VUK	Consent links will be sent to parents/carers automatically. Schools will no longer be required to distribute these links themselves.	3 weeks prior to the session date	
School	A notification should be added to school websites and included in parent communications to remind parents/carers to complete the consent form, regardless of whether they choose to consent or decline the vaccine.	At least 28 days prior to session	
School	If parents/carers experience difficulties completing the electronic consent, wish to provide verbal consent, or have any questions, schools should signpost them to Vaccination UK on 01902 200077.	21 days prior to session	
VUK	A courtesy call is made to inform the school of their current uptake and to confirm the session date and allocated nursing numbers.	7-10 days prior to session	
School	Send a reminder to parents/carers to complete the e-consent and confirm the date of the vaccination session. For sessions involving needle-based immunisation, include a reminder for children to wear short-sleeved shirts or suitable clothing underneath to maintain dignity.	7 days prior to session	
VUK	Electronic consent closes at midnight on the night before the session date.	1 day prior to session	
VUK	Text to non-consented parents/carers to advise them to call Vaccination UK on 01902 200077 if they wish to consent.	3 working days prior to session	
VUK	Calls made to those who do not respond to text message reminder.	2 working days prior to session	

What is required from schools to facilitate vaccinations

For Primary schools

- A **dedicated member of staff** to facilitate the vaccination programme, including sending reminders to parents to complete consent forms, sending class lists and assisting on the day of the session
- A staff member to **accompany children** who know each child's identity, this reduces the risk of incorrect children being vaccinated.
- A **reserved car parking space** for equipment to be delivered in a safe manner.
- A room large enough **to accommodate at least four nursing staff**. Each nurse requires a table and two chairs, and the administrator also requires a table and chair. Adult-sized chairs are preferred rather than small children's chairs.

For Secondary schools

- A **dedicated member of staff** to facilitate the vaccination programme, including sending reminders to parents to complete consent forms, sending class lists and assisting on the day of the session
- A **reserved car parking space** for equipment to be delivered in a safe manner.
- A room large enough **to accommodate at least four nursing staff**. Each nurse required a table and two chairs, and the administrator also requires a table and chair. Adult-sized chairs are preferred rather than small children's chairs.
- A **safety mat** in case of fainting
- A **privacy screen** for those who are nervous/anxious or those with long sleeves that are unsuitable for vaccination.
- **Water** for children
- **All children will need to be seen** by Vaccination UK team for HPV and DTP/Men ACWY regardless of consent status.

Health Promotion educational offer

To support your school with vaccination uptake, Vaccination UK offers the following services:

- Teacher training: a 30-minute session giving an overview of vaccinations and their importance
- Assemblies for different vaccinations
- Year 8 and 9, assemblies 3-4 weeks prior to vaccinations
- Attendance to parent's evenings to complete online consents and give information as required.

Please contact Vaccination UK for the above to be arranged.

Vaccination schedule throughout the academic year

The below is a guide for when vaccinations will take place at your school

- **Late September to January**
Flu (Reception to Year 11)
- **February – March**
DTP/Men ACWY (Year 9)
- **April – June**
HPV (Year 8)
- **June – July**
Catch ups of HPV and DTP Men ACWY