

Template Operating Framework for Vaccination of Healthy School Age Children Aged 12-15 by NHS Providers

1. PURPOSE AND SCOPE

This SOP outlines the processes that need to take place to ensure that NHS providers deliver a safe and effective vaccination clinic for healthy children within a school site. This includes:

- Roles and responsibilities
- Site layout and set-up
- Vaccine ordering, transport to the site and handling whilst on the site
- The process for obtaining and recording consent
- Data management
- Safeguarding procedures & requirements
- Workforce training requirements

2. ROLES & RESPONSIBILITIES

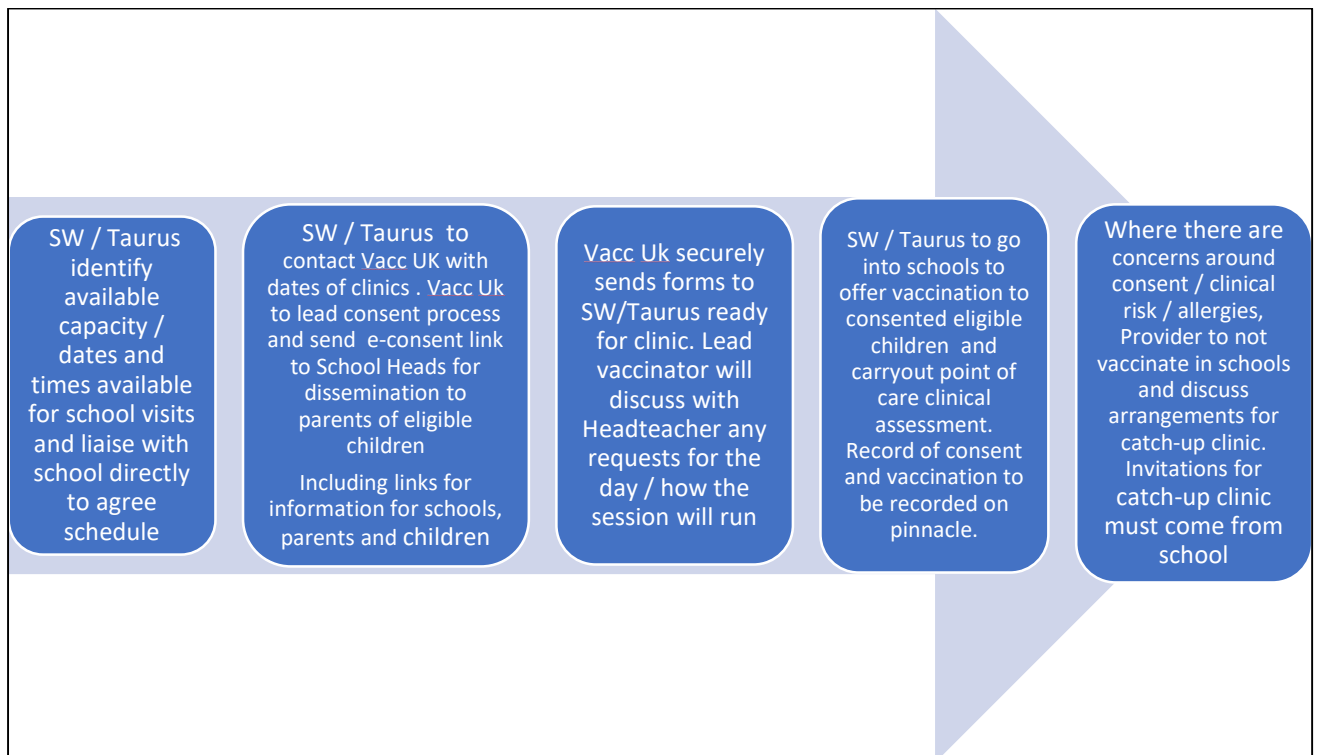
- The CCG will
 - send an initial contact letter to the schools.
- The NHS provider will
 - make contact with Headteachers of schools in their locality via the Local Authority to ensure that the proposed model for delivery of school vaccinations in Herefordshire & Worcestershire Integrated Care System (ICS) is understood and that expectations and timescales are managed.
 - liaise with the school site directly regarding suitable times for running the clinic to fit with their capacity and workforce availability.
 - advise Vaccination UK on the agreed clinic times at the school site and of the required timescales for the consent process.
 - arrange a site risk assessment with the Headteacher of the school site, in line with the NHS Provider's SOP. This should take place prior to the clinic and repeated **on the day** of the clinic.
 - make available the **consent and clinical check form** to the school site and signposting to other information and resources provided by Public Health England (PHE). An online consent and clinical check form is provided through a subcontracting arrangement with Vaccination UK.
 - screen the consent and clinical check forms and collate a clinic list for use on the day.
 - contact the school site prior to the clinic day to confirm all assurances have been met, relevant tasks have been performed and provide the school with a clinic list.
 - be wholly responsible for the provision of the vaccination clinic and any additional clinical checks which may be required for example health on the day and possible pregnancy.
 - be responsible for arranging vaccination for those students who were unable to attend on the day of the clinic **or** were unable to receive their vaccination. These arrangements should be communicated to the school although any 'catch-up' vaccinations may be delivered away from the school site but **must** involve invitations being sent from the school site to avoid duplication or omissions.

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- Vaccination UK will
 - provide a **link** to the e-consent/clinical check form which will be included in the invitation letter.
 - forward the consent and clinical check forms to the NHS provider (NOT the school).

- The Headteacher or delegated deputy at the school site will:
 - contact parents/carers to notify them of the proposed clinic time and location.
 - be responsible for the co-ordination of student attendance on the day of the clinic. Arrangements should be discussed and agreed with the Lead Vaccinator.
 - ensure appropriate safeguarding arrangements are in place.
 - ensure students attending for their vaccination wear a face covering unless they are exempt.

- An outline flowchart of the process is given **below**:



3. SITE LAYOUT AND SET UP

Equipment requirements

Equipment to deliver the clinic will be consistent with that required to deliver other outreach or end-user locations, will be supplied by the NHS provider and should include the following:

- A validated cool box prepared in line with manufacturer’s instructions to ensure temperatures between 2°-8°C
- Vaccine vials & 1ml syringes/needles sufficient to cover known clinic numbers
- 2ml syringes and sodium chloride for dilution appropriate to the number of vials
- Sterile single use 70% alcohol antiseptic swabs

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- Sharps Bins
- Clinell wipes
- Cotton wool
- Blue trays for transporting vaccine
- Hand Sanitiser
- Boxes of Masks
- Clinical Questions for immunisers
- Yellow clinical waste bin liners
- National Protocol sign off sheets.
- Incident Report Forms.
- Laptop for point of care systems/ Relevant Chargers
- Defibrillator.
- Anaphylaxis kits
- Paper vaccination record list so the health care professional and admin can still carry on vaccinating if the systems go down.
- Any necessary leaflets for patient receiving the vaccination.
- Spill kits – both blood and sick.
- Privacy screens (If the school cannot provide)

Staffing requirements

- Staffing by the NHS provider should be adequate for the size of the clinic and must include those health care professionals that are required for the proposed legal mechanism of vaccine delivery.
- Stewards and Security staff should be provided if necessary.

Site/room requirements

- The clinic must take place in a room of sufficient size to accommodate vaccination stations appropriate to the number of students being vaccinated and have adequate space for students to sit post-vaccination for the 15- minute observation period.
- A suitable private area needs to be identified and available for those students who are particularly nervous about the vaccination and who may require additional counselling and support.
- There must be a counter-top or table space for clinicians to prepare the vaccine needed which needs to be in a separate area away from the students, that will also allow the clinicians to keep the cool box of vaccine. This will be manned by an NHS provider staff member the whole time.
- It is suggested the entrance and exit are separate to allow a one-way system to operate.

Suggestions for Furniture requirements within room:

Less than 50 students:

2/3 tables for vaccinating, 2 chairs for every table
15 chairs in the waiting area

More than 200 students:

5 tables for vaccinating, 2 chairs for every table
25 chairs in the waiting area

More than 500 students:

7 tables for vaccinating, 2 chairs for every table

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42 chairs in the waiting area

More than 800 students:

11 tables for vaccinating, 2 chairs for every table

55 chairs in the waiting area

4. VACCINE ORDERING, HANDLING & SUPPLY

- The Pfizer BioNTech vaccine (Comirnaty®) is the preferred vaccine for the first dose in healthy children and young people. At this time only one dose is indicated.
- Vaccine stock for the school service will be delivered in the frozen state to the NHS provider and must be handled in line with the provider's existing SOP.
- The vaccine stock for the school service **must** be segregated from other Pfizer BioNTech vaccine (Comirnaty®) at the site and must only be used for the school service.
- Vaccine will need to be transported to the school site in line with the provider's existing SOPs dealing with transportation of Pfizer BioNTech vaccine (Comirnaty®) to end-user locations. Note that the licensed Comirnaty® vaccine can be transported unlimited times but the total travel time must be within **12 hours**, including the delivery time from the wholesaler.
- Preparation of the Pfizer BioNTech vaccine (Comirnaty®) whilst in the school site must be in line with the provider's existing SOPs dealing with the preparation of ready to administer syringes of Pfizer-BioNTech vaccine (Comirnaty®) prior to immediate administration at end user locations.
- The vaccine stock and consumables must not be left unattended for the duration of the clinic at the school site.
- Any incidents should be recorded in line with the CCG's [Safety Improvement & Learning SOP](#)
- Note that on no account should any vaccine remaining at the end of the clinic be returned to the NHS provider's site. This should be recorded in accordance with the NHS Provider's SOP. Note also that wastage of more than 100 doses should be recorded as an incident.

5. THE PROCESS OF OBTAINING AND RECORDING INFORMED CONSENT

- Parental consent and clinical information should be requested in advance of the proposed day of vaccination to allow enough time for receipt and screening prior to the clinic.
- The Vaccination UK e-consent form must be used to obtain consent. The form includes a clinical checklist for the parent to fill in prior to the vaccination.
- A telephone number will be provided for those parents/carers who do not have internet access.
- A list should be prepared on the day of the clinic of students for whom i) consent has been **obtained**; ii) consent has been **refused**; and iii) consent **has not been received**.
- It is solely the responsibility of the clinical assessor/vaccinator to satisfy themselves on the day of the clinic that informed consent has been obtained prior to vaccination.
- If a consent from a parent has not been received by the time of the clinic, but the child wants to be vaccinated and is judged to be Gillick competent by the healthcare professional, the child can still be vaccinated. In this case, the healthcare professional will

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make every effort to contact a parent to check before they proceed. Operationally this is likely to result in a **deferral** of vaccination.

- If a parent objects to their child being vaccinated but the child wants to be vaccinated and is judged to be Gillick competent, the healthcare professional will try to reach agreement between the parent and child. However, the parent cannot overrule the decision of a Gillick competent child. Operationally this is likely to result in a **deferral** of vaccination.
- In the event of a parent consenting for their child to receive the vaccine but the child not consenting to receive the vaccine, the healthcare professional will try to reach agreement between the parent and the child. However, again, the parent cannot overrule the decision of a Gillick competent child. Operationally, this is likely to result in a **deferral** of vaccination.
- At the end of the clinic students will fall into one of the following categories:
 - Consent refused: student not vaccinated.
 - Consent not received by the time of the clinic: student eligible for catch-up clinic.
 - Consent obtained but student not vaccinated: student eligible for catch-up clinic.
 - Consent obtained & student vaccinated.

DATA MANAGEMENT

- A **Data Protection Impact Assessment** must be completed in relation to this process by the NHS provider, which must include the provision of a Data Privacy Notice in the consent form.

SAFEGUARDING PROCEDURES AND REQUIREMENTS

- At least one member of staff from the NHS provider in attendance at the school site should have a Safeguarding Children level 3 certification.
- All staff must comply with Local Authority and school Safeguarding procedures, which may require staff to be supervised whilst on site.
- Robust processes must be in place to ensure that only students for whom consent and a clinical check has been received are vaccinated. The vaccinator must ensure that they have **appropriate consent** and the **correct clinical information** for every student presenting for vaccination.
- The vaccination should be recorded on the point of care system
- It is recommended that Gillick competence is recorded on the point of care system as a free-text field, as well as consent.

OTHER WORKFORCE REQUIREMENTS

- The NHS provider should ensure that adequate workforce capacity is assured and have business contingency/continuity plans in place.