

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

Flu Checklist

Action		Timing	Completed
VUK	Contact made with school advising of planned sessions for the following academic year	June – July each academic year	
VUK/ School	Contact made with school requesting a full class list, inclusive of contact numbers for each pupil (Excel format)	1st week of September each academic year	
VUK	Electronic consent link to be provided to school	At least 6 weeks prior to session	
School	Link to be sent out via the school's choice of online portal (i.e. parent mail)	At least 28 days prior to session	
School	Paper consents to be offered to parents. Please contact the office if you require information in additional languages	21 days prior to session	
VUK	Courtesy call made to inform school of their current uptake and confirm date of attendance and nursing number for session	7-10 days prior to session	
School	Send reminder to parents for e-consent and confirm date of vaccination session – for sessions requiring immunisation via needle, a reminder requesting short sleeve shirts or clothing underneath to maintain dignity for children.	7 days prior to session	
VUK	E-consent link closes. Paper forms to be collected.	5 working days prior to session	
VUK	Text to non-consented parents/carers to advise them to call the office if they wish to consent. 'It's not too late'	4 working days prior to session	
VUK	Calls made to those who do not respond to text message reminder.	3 working days prior to session	
VUK	Class list updated and shared with school. School aware of which children have consented to the vaccine. (Please note, all children are required to be seen, especially for HPV/DTP, Men ACWY sessions)	2 working days prior to session	

HPV Checklist

Action		Timing	Completed
VUK	Contact made with school advising of planned sessions for the following academic year		
VUK/ School	Contact made with school requesting a full class list, inclusive of contact numbers for each pupil (Excel format)	1st week of September each academic year	
VUK	Electronic consent link to be provided to school	At least 6 weeks prior to session	
School	Link to be sent out via the school's choice of online portal (i.e: parent mail)	At least 28 days prior to session	
School	Paper consents to be offered to parents. Please contact the office if you require information in additional languages	21 days prior to session	
VUK	Courtesy call made to inform school of their current uptake and confirm date of attendance and nursing number for session	7-10 days prior to session	
School	Send reminder to parents for e-consent and confirm date of vaccination session - for sessions requiring immunisation via needle, a reminder requesting short sleeve shirts or clothing underneath to maintain dignity for children.	7 days prior to session	
VUK	E-consent link closes. Paper forms to be collected.	5 working days prior to session	
VUK	Text to non-consented parents/carers to advise them to call the office if they wish to consent. 'It's not too late'	4 working days prior to session	
VUK	Calls made to those who do not respond to text message reminder.	3 working days prior to session	
VUK	Class list updated and shared with school. School aware of which children have consented to the vaccine. (Please note, all children are required to be seen, especially for HPV/DTP, Men ACWY sessions)	2 working days prior to session	

DTP (3-in-1 teenage booster) and Men ACWY

Action		Timing	Completed
VUK	Contact made with school advising of planned sessions for the following academic year		
VUK/ School	Contact made with school requesting a full class list, inclusive of contact numbers for each pupil (Excel format)	1st week of September each academic year	
VUK	Electronic consent link to be provided to school	At least 6 weeks prior to session	
School	Link to be sent out via the school's choice of online portal (i.e: parent mail)	At least 28 days prior to session	
School	Paper consents to be offered to parents. Please contact the office if you require information in additional languages	21 days prior to session	
VUK	Courtesy call made to inform school of their current uptake and confirm date of attendance and nursing number for session	7-10 days prior to session	
School	Send reminder to parents for e-consent and confirm date of vaccination session - for sessions requiring immunisation via needle, a reminder requesting short sleeve shirts or clothing underneath to maintain dignity for children.	7 days prior to session	
VUK	E-consent link closes. Paper forms to be collected.	5 working days prior to session	
VUK	Text to non-consented parents/carers to advise them to call the office if they wish to consent. 'It's not too late'	4 working days prior to session	
VUK	Calls made to those who do not respond to text message reminder.	3 working days prior to session	
VUK	Class list updated and shared with school. School aware of which children have consented to the vaccine. (Please note, all children are required to be seen, especially for HPV/DTP, Men ACWY sessions)	2 working days prior to session	

What is required from schools to facilitate vaccinations

For Primary schools

- A **dedicated member of staff** to facilitate vaccinations ongoing; this includes ensuring the links are sent to parents, paper copies are available, and the above contacts are made with Vaccination UK.
- 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 to **accommodate nursing staff** (at least 4). Each nurse will require a table and 2 chairs. The administrator will also require a table to work from and a chair.

For Secondary schools

- A **dedicated member of staff** to facilitate vaccinations ongoing; this includes ensuring the links are sent to parents, paper copies are available, and the above contacts are made with Vaccination UK.
- A **reserved car parking space** for equipment to be delivered in a safe manner.
- A room to **accommodate nursing staff** (at least 4). Each nurse will require a table and 2 chairs. The administrator will also require a table to work from and a chair.
- 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

