

Ready Reference: What to do on vaccine day

Preparation for vaccine day

Equipment availability

Ensure tables, chairs and privacy screens are available in the allocated room for immunisation providers to set up as necessary. Please refer to the vaccination area checklist below to ensure you have all the equipment needed for set-up on vaccine day.

Meet and greet your immunisation provider

The immunisation provider team will arrive at the school at the agreed time and report to the front office or reception area. They will ensure that consent forms have been correctly completed and that the required number of pre-drawn vaccines is available.

The immunisation provider team will set up and prepare all the equipment before they start immunising.

The vaccination process

Designated school staff will escort the students to the vaccination waiting area according to the vaccine day timetable.

Student check-in

Consent forms are normally given to all students who have returned a form marked 'YES'. The students then proceed to the vaccine area, where immunisation providers will complete a pre-vaccine checklist and ensure the student is eligible to receive the vaccine(s).

If eligible, students will be administered the vaccine(s).

Vaccine record

The immunisation provider will ensure that each student receives a written record of the vaccines they received to take home.

Monitoring students after vaccination

After receiving a vaccine(s), students must be seated for a minimum of 15 minutes in an adjacent area, within close proximity to the immunisation provider team. Students should be supervised in this area by a class teacher. It is important that any student who appears pale, unwell or distressed is immediately reported to the immunisation provider team for closer monitoring.

Departure of the immunisation provider team

It is the responsibility of the immunisation provider to remain at the school until all students have completed the 15-minute waiting period and arrangements have been made for any student who is unwell or anxious.

Some common issues

Students who feel anxious or unwell

Anxious students should be encouraged to go to the front of the line to avoid waiting. Alert your immunisation provider of any student who is looking or reporting feeling anxious or unwell. If a student is unwell it is the responsibility of the immunisation provider to assess the student's condition and determine their eligibility for vaccines.

Please note: All students are deemed eligible unless deemed ineligible by a medical professional.

If a student presents without a consent form

If a student presents for vaccination and wishes to receive vaccine, but has not previously returned a consent form, the immunisation provider may obtain verbal consent from the student's parent or guardian via telephone. Immunisation providers implement different policies in relation to following up with students who have not returned a consent card prior to the day of vaccination.

If a student attends but refuses to be immunised

The immunisation provider will make every effort to reason with and vaccinate eligible students without being forceful. If the student continues to refuse, a member of the immunisation provider team will contact the parent or guardian in one of the following ways to discuss alternative options for vaccination:

- by phone with the student present
- following the vaccine day session by phone, letter or email to organise a catch-up vaccine.

Absent students

If a student is absent on the vaccine day, the school coordinator should return their completed consent form to the immunisation provider. It is the responsibility of the immunisation provider to follow up with the parents or guardians of students who are absent on vaccine day. The immunisation provider will contact the parent or guardian via a letter, phone call or email to offer a catch-up session.

End-of-cycle mop-up

To achieve maximum coverage, immunisation providers may offer 'mop-up' activities for those students who have not completed their recommended immunisation schedule. Your immunisation provider will inform the school immunisation coordinator of available 'mop-up' activities. This may include the scheduling of an additional vaccine day, the option for some students to receive catch-up vaccine with their peers in other classes, or accessing a community session.

Vaccination area checklist

Does / will the vaccination area have:	Yes	No
A place for students to wait that is suitable for all weather conditions, and where they can't see the vaccinations being delivered?	<input type="checkbox"/>	<input type="checkbox"/>
Separate entry to and exit from the vaccination area?	<input type="checkbox"/>	<input type="checkbox"/>
Mobile screens for students' privacy?	<input type="checkbox"/>	<input type="checkbox"/>
Availability of a separate space for the vaccination procedure that affords extra privacy to individual students being vaccinated if needed?	<input type="checkbox"/>	<input type="checkbox"/>
A separate space for students to sit and be observed for 15 minutes post vaccination that is not immediately visible to the vaccination area?	<input type="checkbox"/>	<input type="checkbox"/>
Gym mats for students to lie down on if they feel faint during or following vaccination?	<input type="checkbox"/>	<input type="checkbox"/>
Enough school staff to supervise the students before vaccination and for 15 minutes immediately following vaccination?	<input type="checkbox"/>	<input type="checkbox"/>
Enough tables and chairs (for administration, the nurse immunisers and the students being vaccinated)?	<input type="checkbox"/>	<input type="checkbox"/>
Integration aides accompanying students with special needs?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate heating / cooling?	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing facilities within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>
Power points?	<input type="checkbox"/>	<input type="checkbox"/>

The ideal vaccination area would be:

- on the ground floor
- away from stairs
- in an area with mobile phone reception or within easy reach of a landline phone
- spacious and free of clutter
- quiet.

If you have any concerns about the availability of items in this check list please discuss them with your immunisation provider.