Secondary School Vaccine Program

Agreement 2019

The purpose of this agreement is to acknowledge the roles and responsibilities between schools and local councils to deliver the Secondary School Vaccine Program.

Agreement between:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local council immunisation service

|  |
| --- |
| Name |
| Phone |
| Email |

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School

|  |
| --- |
| Name |
| Phone |
| Email |

Signature

I have read and understood the Secondary School Vaccine Program Agreement and confirm that:

* the allocated vaccination dates are suitable, and
* all necessary arrangements will be put into place in accordance with the vaccination area checklist attached at the end of this agreement.

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| --- | --- | --- |
| **School principal** |  | **School immunisation coordinator** |
| Name |  | Name |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |
|  |  |  |

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| --- | --- |
| **Local council immunisation service** |  |
| Name |  |
|  |  |
| Signature |  |
|  |  |
| Date |  |
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2019 Secondary School Vaccine Program

Important information for Victorian secondary schools

Secondary School Vaccinations

The Secondary School Vaccine Program offers free vaccines to Year 7 and 10 students in 2019. These vaccines provide protection against:

* Diphtheria, tetanus and pertussis (whooping cough)
* Human papillomavirus (HPV)
* Meningococcal A,C,W,Y

# Roles and Responsibilities

Local government councils

Local Councils (councils) are required under the *Public Health and Wellbeing Act 2008* to provide immunisation services to children living or being educated within their municipal district.

Councils coordinate and deliver immunisation services to secondary schools either directly, or through a contracted immunisation provider, usually a health service.

Secondary Schools

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| DET, School Policy Advisory Guide (SPAG):  Supporting the Victorian Secondary School Vaccine Program  Secondary schools play an important role in supporting immunisation by forming an effective relationship with their local council and ensuring effective facilitation of their school’s vaccine program.  In particular, schools are encouraged to:   * Appoint a school immunisation coordinator to manage the school’s vaccine program * Ensure the school immunisation coordinator liaises with the local council immunisation officer in the local municipality * Support the distribution and collection of all vaccine consent forms and obtain completed forms from parents and guardians. * Make use of immunisation resources available from the Department of Health and Human Services (Immune Hero website <immunehero.health.vic.gov.au>) and your local council to assist with communication to students, parents, teachers and the wider school community about school-aged vaccines. * Ensure appropriate resources and environments are available for the program to run smoothly.   See: [Department of Education and Training, School Policy Advisory Guide>Student Health> Prevention>Immunisation](http://www.education.vic.gov.au/school/principals/spag/health/Pages/immunisation.aspx) |

What do schools need to do?

There are two key steps for schools to action at the commencement of the school year:

1. **Send a collection statement to parents/guardians** that informs them that their contact details will be transferred to local council unless they request otherwise.
2. **Transfer contact details data to local council.**

Resources to guide you through the process are available at  [immunehero.health.vic.gov.au](http://immunehero.health.vic.gov.au/)

This includes a data extraction tool to make the transfer of data simple, quick and secure.

What information goes to local council?

Schools provide the following basic information to local council:

* Student name, gender, date of birth, year level, class, language(s) spoken at home
* Parent/guardian names, phone numbers, email and postal addresses

The Public Health & Wellbeing Regulations (2009) authorise schools to provide the above student and parent information to local council for the purposes of delivering the Victorian Secondary School Vaccine Program.

Why do schools provide this information?

* To improve communication with parents/guardians regarding their child’s vaccination needs
* To reduce the administrative burden on school staff to follow-up consent cards
* To ensure all Year 7 and 10 students are offered the opportunity to access free vaccinations at school.
* To reduce the time required by councils to manually enter data obtained from returned consent cards into their vaccination database system.

**Further information for schools**

The Immune Hero website provides a range of excellent resources about immunisation for school teachers, school nurses and school administrators.

Go to immunehero.health.vic.gov.au to access:

* Collection Statement to be issued to all parents/guardians of students in Year 7 during the first week of Term One, 2019
* Sample newsletter article about the 2019 secondary school vaccine program (Word document)
* Translated vaccination information and consent cards
* A range of credible immunisation resources to assist in the coordination of the Secondary School Vaccine Program
* Teaching resources and a range of videos, games and activities for students.

Appendix 1 – Vaccination area checklist

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| |  |  |  | | --- | --- | --- | | 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 administered? | ☐ | ☐ | | Separate entry to and exit from the vaccination area? | ☐ | ☐ | | Mobile screens for students’ privacy? | ☐ | ☐ | | Availability of a separate space for the vaccination procedure that affords extra privacy to individual students being vaccinated if needed? | ☐ | ☐ | | A separate space for students to sit and be observed for 15 minutes post vaccination that is not immediately visible to the vaccination area? | ☐ | ☐ | | Gym mats for students to lie down on if they feel faint during or following vaccination? | ☐ | ☐ | | Enough school staff to supervise the students before vaccination and for 15 minutes immediately following vaccination? | ☐ | ☐ | | Enough tables and chairs (for administration, the Nurse Immunisers and the students being vaccinated)? | ☐ | ☐ | | Integration aides accompanying students with special needs? | ☐ | ☐ | | Adequate lighting? | ☐ | ☐ | | Adequate heating / cooling? | ☐ | ☐ | | Hand washing facilities within easy reach? | ☐ | ☐ | | Power points? | ☐ | ☐ |   The ideal vaccination area is:   * 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 local council immunisation coordinator.

Appendix 2 – School vaccination day timetable & enrolment figures

| Date of session | Year/class/group | Vaccine | Arrival time of immunisation team | Vaccination commences |
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School enrolments

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| --- | --- |
| Year Level | Enrolments for 2019 |
| Year 7 |  |
| Year 10 |  |
| **Total students** |  |

Appendix 3 – School’s consent card return rates

(Information provided by your local council immunisation service)

Schools distribute and collect consent card booklets to and from parents/guardians. All students must return their consent card regardless of the parent/guardian’s decision to grant or deny consent.

The goal is to ensure 100% consent cards are returned, ensuring all Year 7 and 10 students have been offered the opportunity to receive free vaccinations at school.

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| --- | --- | --- | --- |
| Vaccine | Consent Card Return Rate | | |
| 2016 | 2017 | 2018 |
| HPV (human papillomavirus) vaccine | \_\_\_\_% | \_\_\_\_% | \_\_\_\_% |
| Diphtheria, tetanus, pertussis (whooping cough) combined vaccine | \_\_\_\_% | \_\_\_\_% | \_\_\_\_% |
| Meningococcal A,C,W,Y vaccines | n/a | \_\_\_\_% | \_\_\_\_\_% |