

August 2016

Adapted from: *HSE Guidelines for Staff: Schools Immunisation Programme 2016/2017*

Memorandum on HSE Administrative role and responsibilities for the Schools Immunisation Programme 2016/2017

The Health Services Executive (HSE) greatly appreciates the co-operation of the Principals and staff of primary, post primary and special schools in the implementation of the HSE's Schools Immunisation Programme to protect children from serious infectious diseases. HSE staff guidelines are available on the National Immunisation Office website along with all the information materials for parents, legal guardians and students. This memorandum sets out the role and responsibilities of HSE staff in their interaction with schools.

HSE staff will:

- Contact each school to get the target cohort details.
 - The target number of students for the Schools Immunisation Programme is taken as the number of students on the school roll, in the relevant class/year on 30th September 2016 for **MMR/4 in 1 and Tdap/MenC** vaccinations (i.e. in Junior Infants and first Year of Post-primary schools and age equivalent students attending special schools respectively).
 - For **HPV** vaccinations the target number of girls for the Schools Immunisation Programme is taken as the number of girls in first year of Post-primary school and age equivalent (i.e. born between 01/09/2004 and 31/08/2005) in special schools on the school roll on 30th September 2016.
- Schedule agreed vaccination date/s with each school as far in advance of the vaccination date/s as possible.
- Be aware of school regulations in advance.
- Provide consent forms, information leaflets and invitation letters to parents/legal guardians/students for distribution by the school authorities as far in advance of the proposed vaccination date as possible.
- Collect completed consent forms from school as agreed with the school authorities prior to the school vaccination day, sort and review the forms by school and year and bring the relevant forms to the school on the day of vaccination.
- The school will designate the room /area for use taking into account the requirements below
 - Use of a large room such as a hall/indoor sports court preferably with a separate entrance and exit.
 - Hand-washing facilities
 - Tables and chairs for vaccinating teams (depending on size of school and vaccinating team)
 - Chairs or mats for one class of students at any one time

MMR measles, mumps and rubella

4 in 1 Tetanus, Diphtheria, Polio, Pertussis (whooping cough)

Tdap Tetanus, low dose diphtheria and pertussis MenC Meningococcal C

HPV Human papillomavirus

- A liaison member of staff or a designated student to call students from class at the appropriate time for vaccination and return them to class in an orderly way after vaccination
- Arrive at the school in advance of the vaccination session to ensure that it commences promptly at the appointed time agreed with the school authorities.
- On the vaccination day the HSE member of staff taking the “Team lead” role will liaise with the school authorities on all matters pertaining to the vaccination session.
- Comply with school regulations e.g. relating to use of mobile phones, leaving school premises.
- Ask school authorities to nominate a contact person to liaise with HSE “Team lead” member of the vaccination team.
- Each member of the team has a responsibility to ensure the smooth through flow and safety of students and staff at all times.
- Collect those consent forms that are returned directly to the school on the day of immunisation.
- Check with the school those in the target group who are absent on the day and put aside their consent forms.
- Inform school of need to ensure that those students absent on day of consent form distribution, receive consent form on the next day back at school
- Record the students in the target group, who are present, on the class lists (if lists are available on the day).
- Check all consent forms for omissions and other issues and contact parents or ask post primary students themselves to resolve any administrative queries (whilst complying with school regulations).
- Organise the collection and return of students to their classrooms in small groups in association with the agreed contact person from the school.
- Give consent forms to students after confirming the identity of the student with the student or after identification of students in conjunction with appropriate liaison person (as agreed with the School Principal) in the case of Junior Infants.
- Check that each consent form is completed and signed before directing a student to the medical practitioner for prescription of the relevant vaccine or to the nurse vaccinator operating under a medication protocol.
- Collect the consent forms from each vaccinator at the end of the vaccination session.
- Ensure that each student is given a sheet showing what vaccination has been given and providing post vaccination information.

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- HSE clinical staff will ensure that each student remain in the vicinity of the vaccination area under observation for 15 minutes after vaccination. Students suffering adverse reactions shall remain under the supervision of HSE staff pending recovery.
- The HSE team should be familiar with and observe school protocols in relation to the sending home of ill pupils. This is normally done through the school office.
- One doctor and another vaccinator should be present while vaccinations are being given, and for 30 minutes after the last vaccine is administered to deal with anaphylaxis or any other adverse events, including syncope, that might occur on the school premises.
- Ensure parents/legal guardians/students know how to contact the immunisation team for any queries post vaccination or to contact GP for urgent advice.
- HSE clinical staff will also take queries from parents/legal guardians/students about possible adverse reactions that occur after the team has left the vaccination venue.
- If addresses are available send letters to parents of students who were not vaccinated on the day i.e. who failed to return a consent form, did not provide valid consent, were absent, refused vaccination, or deferred on the day and those students who refused vaccination on the day.
- If addresses are not available give letters to school for onward distribution to parents of students who were not vaccinated on the day i.e. who failed to return a consent form, did not provide valid consent, were absent, or deferred on the day and those students who refused vaccination on the day.
- All members of the team are responsible for cleaning/tidying up after the vaccination session so as to ensure that the vaccination venue is left as it was.
- The HSE insurance provides indemnity for the actions or omissions of HSE staff in relation to the Schools Immunisation Programme.

Further Information

1. HSE Guidelines for Staff: Schools Immunisation Programme 2016/2017 available at <http://www.hse.ie/eng/health/immunisation/pubinfo/schoolprog/4in1mmr/schoolguidelines.pdf>
2. Information materials used in the Schools immunisation Programme are available at <http://www.hse.ie/eng/health/immunisation/pubinfo/schoolprog/school.html>

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