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| Secondary School Immunisation Program |
| HPV immunisation for Year 8 students who missed the Year 7 immunisation program |
| OFFICIAL |

# Sample letter for local councils to use

The local council can use the sample letter to send to parents/guardians of Year 8 students receiving their second dose of Gardasil®9 vaccination as part of the secondary school immunisation program.

Dear Parent/Guardian,

This letter is to inform you that the Australian Immunisation Register shows your child is either due or overdue to receive their second dose of Gardasil®9 **(**HPV) vaccine. This dose is required to complete the two dose course which is offered in Year 7 to students as part of the [secondary school immunisation program](https://www.health.gov.au/sites/default/files/documents/2020/09/national-immunisation-program-schedule-for-all-people.pdf).

## What do I need to know?

* The second dose of the Gardasil®9vaccine is recommended to be given 6 to 12 months after the first dose. The vaccine will be offered to eligible students who missed their second dose. Where a dose has been delayed, there is no need to ‘repeat’ the dose or start the course again.
* If your child has since received this vaccine please contact the [insert local council name, Immunisation service on ph. Xxxxx or email].  Please make sure your immunisation provider has reported the vaccination to the Australian Immunisation Register.
* The local council immunisation service will also check if your child missed the Year 7 Boostrix® (diphtheria-tetanus-pertussis (whooping cough) vaccine.
* The consent that you provided last year for the Year 7 vaccine program remains valid and you do not need to complete another consent form.
* You can contact [name of Council] immunisation service on [contact details] to discuss any changes to your child’s health that you think could be relevant for their suitability for vaccination or should you need to withdraw consent.
* You may check your child’s immunisation history statement on the [Australian Immunisation Register](https://www.health.gov.au/health-topics/immunisation/getting-vaccinated/check-immunisation-history) using your MyGov account. For privacy reasons, anyone aged 14 or older will need to access their own immunisation history statement through their own [myGov](https://my.gov.au/LoginServices/main/login?execution=e1s1) account or the [Medicare mobile app](https://www.servicesaustralia.gov.au/individuals/services/medicare/express-plus-medicare-mobile-app)

Further information available at <<https://www.betterhealth.vic.gov.au/health/healthyliving/How-to-find-your-vaccination-records>>

The [name of Council] immunisation service will let you know when the next visit to your child’s is scheduled.

If you would like further information please contact [Insert local council name, phone and/or email].

Kind regards [insert name and contact details]

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| To receive this document in another format, email Immunisation Unit <immunisation@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, October 2021.Available at [Resources for secondary schools – SSIP](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) < https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school>. |