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| Secondary School Immunisation Program |
| **School-based immunisation checklist for secondary schools** |
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# Background

The Secondary School Immunisation Program (SSIP) offers free vaccines provided by the [National Immunisation Program](https://www.health.gov.au/health-topics/immunisation/when-to-get-vaccinated/national-immunisation-program-schedule) each year to Year 7 and Year 10 students. These vaccines are most often delivered by local councils who visit secondary schools in their area during the school year to provide the required vaccines. The following checklists have been developed to guide and support secondary schools with the information they require in the delivery of the school-based SSIP.

# Secondary School immunisation coordinator checklist

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|  | **Yes** | **No** |
| **Term 1 - review** [A guide for schools](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip). These guidelines support your school to deliver a safe and successful SSIP  | ☐ | ☐ |
| **Term 1 - liaise** at the commencement of term 1 with your local council immunisation provider to reconfirm immunisation dates for Year 7 and Year 10 students | ☐ | ☐ |
| **Term 1 - sign**  [Annual agreement](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip) between your secondary school with your immunisation provider at the commencement of term 1 each year | ☐ | ☐ |
| **Term 1 - distribute** a [Collection Statement](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip) to parents/guardians of all students in Year 7 and Year 10 **in first week of term 1**. | ☐ | ☐ |
| **Term 1 -** **record** any objections from parents/guardians in response to the Collection Statement **by the 28 February each yea**r | ☐ | ☐ |
| **Term 1 - transfer** contact details to your local council immunisation provider as soon as possible after census date, **28 February each year** | ☐ | ☐ |
| **Term 1 - distribute consent forms provided by your local council immunisation provider to all Year 7 and Year 10 students advising students/parents/guardians the date when completed consent cards must be returned to school** |  ☐  | ☐ |
| **Collect and collate** all returned consent forms into class groups for your local council immunisation provider to collect and review prior to immunisation day | ☐ | ☐ |
| **Promote** the SSIP and the importance of adolescent vaccination to students and parents/guardians via school communication channels each term | ☐ | ☐ |

# Immunisation day checklist

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| **Does / will the immunisation area have:** | **Yes** | **No** |
| A quiet place for students to wait prior to immunisation which is suitable for all weather conditions, and where students can’t see the vaccinations being delivered? | ☐ | ☐ |
| Designated team to ensure students present to vaccination area in a timely manner  | ☐ | ☐ |
| Mobile phone reception or within easy reach of a landline phone | ☐ | ☐ |
| Separate entry to and exit from the immunisation area? | ☐ | ☐ |
| A ‘checkpoint’ table where the immunisation provider can record student’s attendance and check their consent form is valid?  | ☐ | ☐ |
| Mobile screens for students’ privacy? | ☐ | ☐ |
| Adequate tables and chairs (for administration staff and nurse immunisers) | ☐ | ☐ |
| Gym mats for students to lie down on if they feel faint during or following vaccination? | ☐ | ☐ |
| Provision of water/cups for students if they feel faint during or following vaccination? | ☐ | ☐ |
| 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 be observed for 15 minutes post vaccination that is not immediately visible to the vaccination area? | ☐ | ☐ |
| Adequate school staff to supervise the students before vaccination and for a minimum of 15 minutes immediately following vaccination? | ☐ | ☐ |
| Ensure school nurse and first aid room notified of vaccination visit dates | ☐ | ☐ |
| Integration aides to accompany students with special needs? | ☐ | ☐ |
| Is there adequate lighting, heating/cooling; power points available? | ☐ | ☐ |
| Hand washing/sanitizing facilities within easy reach? | ☐ | ☐ |

## Further information

<<https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip>>

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