# SCHOOL IMMUNISATION PROGRAM (SIP)

## SCHOOL CHECKLIST

## This School Checklist has been developed by the Department for Education for use by the appointed school contact person to support timely planning and effective facilitation of the School Immunisation Program.

## It is recommended that planning and preparation for the following year commence once the School Immunisation provider has made contact with your school.

## Queries relating to the School Immunisation Program process and schedule should be directed to the School Immunisation Program Provider in the first instance

## Queries relating to the Department for Education policy and procedures should be directed to Disability Policy and Programs on 8226 3620 or [Education.health@sa.gov.au](mailto:Education.health@sa.gov.au)

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| **NAME OF SCHOOL:** |  | | |
| **CONTACT DETAILS** | | | |
| Appointment of a contact person to liaise with the School Immunisation Program (SIP) provider, Principal, staff and students and facilitate implementation of the SIP | | NAME: | <name of appointed school contact> |
| ROLE: | <role of appointed school contact> |
| CONTACT: | <contact details for school contact ie phone> |
| SIP Provider details | | PROVIDER: | <name of SIP provider> |
| CONTACT PERSON: | <name of SIP contact person> |
| CONTACT DETAILS: | <contact details for SIP contact ie phone> |

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| **PLANNING AND SCHEDULING** | *To commence when the School Immunisation Provider has made contact* | |
| School contact to liaise with SIP Provider to be clear of responsibilities pre, during and post vaccination day, and to clarify any concerns or queries. | | |
| Ensure ‘School Principal Confirmation’ form is received from the SIP Provider, completed, signed by Principal and school contact person and returned to the SIP Provider by due date. | | <due date> |
| <date returned> provider> |
| Confirm suitability of scheduled vaccination dates for the year in consultation with SIP Provider. *When considering dates ensure:*  All classes will be present (consider dates for school camps, sports days, excursions, exams, pupil free days, public holidays and school assemblies)  Teachers are aware of the time their class will be required to present for vaccinations and their duty of care to remain and monitor students **at all times** during the vaccination process until directed by SIP Provider they can leave the vaccination area  Teachers to consider appropriate adjustments and potential barriers for specialised options classes ie priority for these classes, separate staging area with sensory tools. | | <vaccination dates> |
| Confirm names of all SIP staff that will be attending the school on immunisation day and ensure all attending have a current DHS Working with Children Check (WWCC)  SIP Provider to provide a letter advising all SIP staff attending on immunisation day have a current DHS WWCC. | | |

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| **VENUE, EQUIPMENT AND STAFFING** | *To commence when immunisation date confirmed* | | | |
| Assist the SIP Provider to determine appropriate venue and undertake a ‘Risk Identification and Assessment’ prior to vaccination day. | | <risk assessment date> | | |
| **Minimum room requirements:** | | | *During assessment* | *On vacc day* |
| Adequate lighting, heating and cooling | | |  |  |
| Space for separate administrative, pre-vaccination, vaccine administration and post vaccination monitoring | | |  |  |
| Access, entry and exit that facilitates flow of students through vaccination areas (preferably without overlap) | | |  |  |
| Safe and clean work area to enable effective delivery of immunisations to students; including hand washing facilities if possible | | |  |  |
| Ability to manage students prior to and following vaccination (to observe students post-vaccination) with consideration of teacher/student ratio particularly if large cohort of students with disability | | |  |  |
| Easily accessible to emergency services (if required in the event of an adverse incident) | | |  |  |
| Privacy screen or partition to shield vaccination area from other students – consider if a private room is required for additional privacy requirements  (cultural/ disability needs) | | |  |  |
| Tables for administration and nurse (with sufficient space to set up and store equipment and documents) | | |  |  |
| Adjustable chairs (where possible) for each nurse, SIP administrative officer and students during vaccination | | |  |  |
| Accessible post-vaccination observation area for students to sit down for at least 15 minutes post-vaccination to minimise the risk of harm to self/others in the event of an adverse incident (confirm with SIP Provider during risk assessment if there is a requirement for chairs for students post-vaccination, or if it is preferred they are seated on the floor to minimise the risk of injury) | | |  |  |
| Private space for students to lie down if feeling faint post-vaccination | | |  |  |
| Access to telephone (landline or mobile) | | |  |  |
| Consider additional Work Health and Safety requirements, for example   * + Walkways, entrances and exits free from obstruction/hazards   + Electrical leads/cables off the floor and away from walkways   + SIP Provider and staff are aware of local school procedures in the event of an emergency situation or evacuation. | | |  |  |
| Clearly document any findings identified during the risk assessment that require rectification: | | | | |
| <List follow up actions required> | | | | |

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| Address and resolve any findings identified from the risk assessment and notify SIP Provider of completion (prior to vaccination day). | <Date notified SIP of completion> |
| Book room/venue for the day. | <Name of room/venue> |
| Ensure and confirm appropriate allocation of school staff required on immunisation day to comply with duty of care.  Staff member/s have a duty of care to accompany and remain with students **at all times** while in the vaccination area  When determining the venue for vaccinations it is preferable that students waiting for vaccinations are supervised separately to students having a vaccination, or post-vaccination. This will ensure the SIP Provider is able to monitor students post-vaccination, and effectively identify the student and administer the vaccination without stress or adverse incident  Post-vaccination students must remain seated in the vaccination area with a school staff member and within easy access of the SIP Provider (to enable rapid response in the event of an adverse incident) for **at least 15 minutes** before returning to class. Suggest providing a large visual timer to alleviate possible student anxiety, particularly for students with disability  Staff and students must not leave the vaccination area until directed by the SIP Provider  Staff must monitor the students and notify the SIP Provider immediately if any student feels unwell or the staff member is concerned at any time during the vaccination process  The appointed school contact will maintain ongoing communication with staff to ensure all staff are aware of their duty of care pre, during and post vaccination day. | |

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| **COMMUNICATON AND PROMOTION** | *To commence when immunisation date and venue confirmed* | | | |
| Inform school community and confirm dates for school newsletter articles (recommended templates available on the [SIP webpage](https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning/managing-health-education-and-care/health-support-services-and-programs/school-immunisation-program) page. | | <Notice #1 date> | <Notice #2 date> | <Notice #3 date> |
| Information or education sessions *(optional)* may befacilitated by SIP Provider when:  consent card return rates are low and immunisation coverage is poor  there is a high level of student anxiety or a large a large cohort of students with disability  Liaise with SIP Provider if an information session will be offered to ensure availability. | | | | <Information session date> |
| Promotion of School Immunisation Program to students and families:  Determine any alternative/additional communication or promotional activities that can be undertaken to improve access and uptake of the School Immunisation Program (consult with SIP Provider to ensure currency and accuracy of information being provided in communications/activities)  Encourage students to wear sports school uniform (if applicable) on vaccination day to enable easier access to vaccination site (upper section of arm)  Encourage students to have breakfast on the morning of vaccination (some schools may provide a breakfast for students on the morning of vaccination day to improve update of the SIP and reduce adverse incidents as a result of vaccination)  Encourage students to drink water prior to vaccination, and to bring water and a snack into the vaccination area for post-vaccination (some schools may provide water and biscuits for students post-vaccination)  Ensure students with disability are provided with specific communication regarding appropriate adjustments  Encourage home room teachers show the short ‘What to expect’ video to students the day before scheduled visit to reduce absenteeism through anxiety.  Video is available via <https://www.health.gov.au/resources/collections/vaccination-videos-for-high-school-students> *(note: there is an extra Meningococcal vaccine for the year 10 students not included in the Meningococcal video).* | | | | |

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| **CONSENT** | *To commence when immunisation date confirmed and consent forms received from SIP Provider* | |
| Consent card distribution  Allow (at least) two weeks for the return and collection of consent cards  Discuss with SIP Provider ways to maximize return of consent cards  Ensure students are aware consent cards must be completed and signed by parent/legal guardian  Ensure students and families are aware that all consent cards must be returned including where consent is **not** given  Discuss any concerns or queries raised by students, parents, legal guardians, teachers & refer/defer to SIP provider as necessary. | | <Date consent card distributed to students> |
| Consent card return  Ensure consent cards are completed correctly and signed by a parent or legal guardian  If not completed correctly consent forms to be returned to parent or legal guardian for completion. | | <Date consent cards to be returned> |
| Where possible, identify and document students that may require additional support prior to vaccination day, and pre vaccination, during or post vaccination. Early identification of these students will enable the school contact and SIP Provider to work together with families and students to develop effective strategies to manage individual needs and determine preferred order of presentation for these students (eg first, in private, last) to facilitate successful completion of the SIP.  *Consider:*  Students that may suffer anxiety with vaccinations or faint on the sight of blood/needles  Cultural diversity and sensitivities  Disability and special needs  Consider alternative options for students with special requirements (clothing, dressings, additional privacy) to enable dignified and appropriate access to the vaccination site (upper section of the arm). This may include a separate, private room.  **NOTE**: Students may opt out of vaccination at any time (even if they have a signed consent form) and choose to attend their School Immunisation Program provider clinic or local GP. Consult with SIP Provider if this occurs. | | |
| Confirm the preferred order of presentation of students for the day (boys, girls, alphabetical) and develop, or facilitate the development of, class lists for teachers to document:  returned consent cards (including where consent is not given)  identify students that require follow-up to return consent  identify students that require additional supports on vaccination day (eg suffer from anxiety, cultural requirements, special needs, disability). | | |
| Locate an appropriate storage area for returned consent cards  Consent cards are confidential legal medical documents and must be stored securely until they are returned to the SIP Provider. | | <Storage location> |
| Consent cards returned to SIP provider. | | <Date consent cards returned to SIP> |
| **VACCINATION DAY SUPPORT** | *To be completed on day of immunisations* | |
| School contact person to facilitate discussion with staff in the morning of vaccination day to confirm/reiterate:  Their duty of care to remain with students **at all times** while in the vaccination area  Students must remain seated, within easy access of the SIP Provider (in the event of an adverse incident as a result of vaccination) for **at least 15 minutes** post-vaccination  Staff and students must not leave the vaccination area until directed by the SIP Provider  School staff will remain with students **at all times** in the immunisation area or the SIP Provider will halt the program until appropriate staffing is reestablished.    Discuss additional support requirements for individual students (i.e. suffer from anxiety, cultural requirements, special needs, disability)  Encourage students to remain quiet and calm prior to and following vaccination, this includes being seated for the 15 minutes post vaccination  Staff must monitor the students and notify the SIP Provider immediately if any student feels unwell or the staff member is concerned at **any time** during the vaccination process, and inform the SIP provider if any students present to the sick room. | | |
| Print class/home group (or alphabetical list) of students. | | |
| Ensure room/venue is set up and complete final check/risk assessment of minimum room requirements (above). | | |
| Confirm SIP Provider has provided a letter advising all SIP staff attending have a current DCSI screening. | | |
| Locate students who have not presented to the vaccination session  Refer to absentee list, and locate students who did not present for vaccination but are consented and not absent from school  **NOTE**: Students may opt out of vaccination at any time (even if they have a signed consent form) and choose to attend their School Immunisation Program provider clinic or local GP. Consult with SIP Provider if this occurs. | | |

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| **POST-VACCINATION SUPPORT** |
| Assist SIP Provider with follow up post vaccination day (as required):  Coordination of information to families if there has been an adverse event as a result of vaccination administration (form will be completed by SIP Provider)  Coordination of information to families where a student has missed vaccination day due to absence or other reason (form will be completed by SIP Provider)  Liaise with SIP Provider to coordinate missed vaccinations at school (where appropriate). |