

Vaccination UK will aim to:

Prior

- Ensure all consent forms and information leaflets are sent out to the school within an adequate timeframe.
- Provide information for parents to help parents make an informed decision.
- Arrange a time to come back and collect the consent forms.
- Work with the school to chase those who haven't returned a consent form.



During

- Vaccination UK will arrive 30 mins prior to starting in order to set up. Please note that on occasion we can experience unforeseen circumstances, where vaccines are delayed due to bad traffic or bad weather, however we always do our best to ensure sessions run on time.
- On the day Vaccination UK will provide you with a list of children who have consented to the vaccine and need bringing down.
- We will always try to accommodate late consent forms handed to us on the day, however on occasions where there are a lot, it may be that we have not planned for this amount and will therefore arrange to come back.
- Provide staff with a letter for ALL students who weren't vaccinated on the day. This will inform the parent and give them the information for our catch up clinics.



After

- Vaccination UK will hold catch up sessions out of school times throughout the season for any children who miss their vaccine.
- Be available to answer any queries that parents or schools have.



Please could the school aim to:

Prior:

- Ensure all parents of Reception to Year 5 receive the consent form and information leaflet.
- Encourage them to return the form regardless of consent or decline.
- Schedule a suitable room for the sessions to run.
- Provide Vaccination UK staff with a class list including names, DOB and class names when they collect the forms.
- If you decide to schedule times for your classes to come down please note that each Vaccination UK nurse works through approximately 30 children an hour IF the session runs smoothly and the flow of children is consistent. We usually have 3 nurses per session (more if the school has a large cohort) so this should help with your planning.



During

- It is up to the school the order they wish to bring the classes down.
- Allocate members of staff to bring down the classes. It is unsafe for our admin to leave the session, therefore we ask all schools to please assist us with this.
- Please help us with any missing information on the forms if needed.
- Please allow Vaccination UK staff to hand out the consents to children prior to immunisation as part of our procedure is for our staff to check we have the correct pupil, however we may require staff assistance on occasion.



After

- Make sure all children that did NOT receive their vaccines take home the letter to parents.
- Help us improve! We will contact you shortly after your session for some feedback and we greatly appreciate any comments or suggestions.
- Book in for next year early! If you would like to pencil in the calendar for 2019 then please discuss this with us to secure your ideal date.

