

# Providing consent for your child to receive a vaccination at school

## NSW School Vaccination Program

### What is the NSW School Vaccination Program?

NSW Health works in partnership with schools to offer the vaccines recommended for adolescents by the National Health and Medical Research Council (NHMRC) in a school-based vaccination program. In Year 7 children are offered the human papillomavirus (HPV) and diphtheria-tetanus-pertussis (dTpa) vaccines and in Year 10 they are offered the meningococcal ACWY vaccine. Parents/guardians must provide consent for their child to receive routine vaccinations. More information about school vaccination is available at [health.nsw.gov.au/schoolvaccination](http://health.nsw.gov.au/schoolvaccination)

### How do I provide consent for my child to receive a vaccination at school?

This NSW School Vaccination Program portal allows parents/guardians to provide online consent for their child to receive the routine vaccinations. Your child's school will provide you with a link to the portal, where you can log in using your ServiceNSW account on any device with an internet connection. To meet online security requirements, you will need to provide both your and your child's Medicare card number to proceed online. If you or your child do not have a Medicare card, consent can be still provided by requesting a paper-based consent form directly from your child's school.

### Consent process overview

1. Access the link to the **NSW School Vaccination Program Portal** and follow the steps to log in to your existing ServiceNSW account. This is the same account you may already use to renew your driver's licence. If you don't have a ServiceNSW account, refer to [ServiceNSW](#) to create one.
2. Update or confirm your personal details in your ServiceNSW as required.
3. Complete the School Vaccination Consent Form for your child/ren. You will need to:
  - a. Enter your child's personal details
  - b. Provide the Medicare card details for you and your child
  - c. Read the linked Parent Information Sheet
  - d. Provide consent

### Information found in this document:

1. [How to log in to the NSW School Vaccination Program Portal](#)
2. [How to provide consent for your child to receive a vaccination at school](#)
3. [How to withdraw consent](#)
4. [How to edit your child's personal details](#)
5. [How to edit your personal details](#)




### Important information

Please visit the [NSW School Vaccination Program](#) homepage to view this document in other languages.

# How to log in to the NSW School Vaccination Program Portal



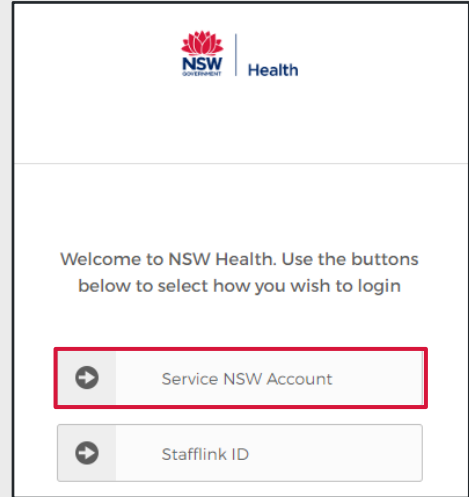
## Important information

Google Chrome  is the preferred browser to use when accessing the NSW School Vaccination Program Portal.

1. From the NSW Health link, click on **Service NSW Account**.

*The ServiceNSW Account Log in page will display*

**Note:** If you do not have a Service NSW account, please [click here to register](#).

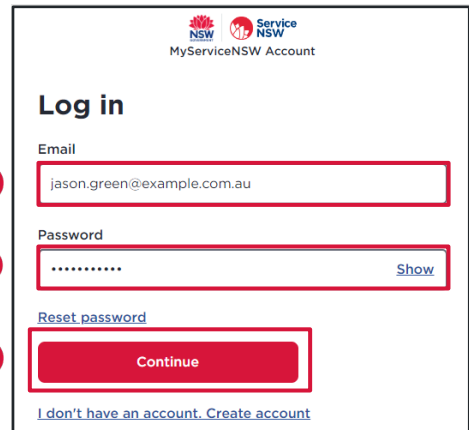


The screenshot shows the NSW Health login page. At the top, there is the NSW Government logo and the text 'Health'. Below this, a message reads: 'Welcome to NSW Health. Use the buttons below to select how you wish to login'. There are two buttons: 'Service NSW Account' and 'Stafflink ID'. The 'Service NSW Account' button is highlighted with a red rectangular box.

2. In the Log in screen, type in your ServiceNSW account details:

- a. Enter your **Email**
- b. Enter your **Password**
- c. Click **Continue**

*The Complete your profile page will display*

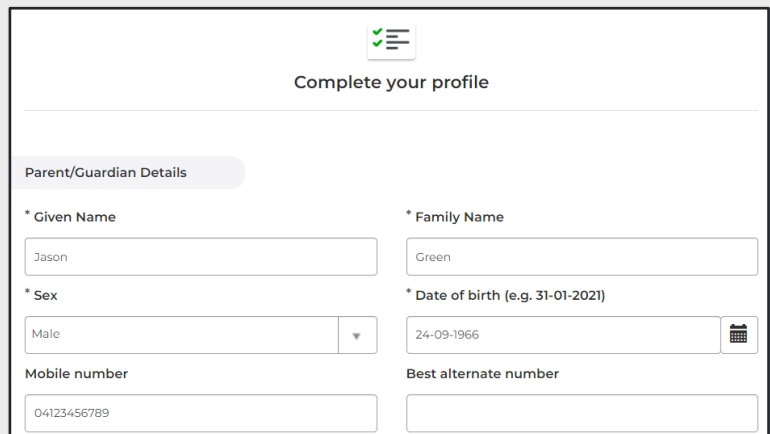


The screenshot shows the 'Log in' page for MyServiceNSW Account. It features the NSW and Service NSW logos at the top. The page title is 'Log in'. Below the title, there are three input fields: 'Email' (containing 'jason.green@example.com.au'), 'Password' (containing '.....'), and a 'Continue' button. The 'Email' field is labeled 'a', the 'Password' field is labeled 'b', and the 'Continue' button is labeled 'c'. There is also a 'Show' link next to the password field and a 'Reset password' link below it. At the bottom, there is a link: 'I don't have an account. Create account'.

3. In the Parent/Guardian Details section, update any details as required.

The information that can be edited is:

- Given Name
- Family Name
- Sex
- Date of birth
- Contact numbers



The screenshot shows the 'Complete your profile' page. At the top, there is a green checkmark icon and the text 'Complete your profile'. Below this, there is a section titled 'Parent/Guardian Details' which is highlighted with a grey bar. The form contains several fields: '\* Given Name' (containing 'Jason'), '\* Family Name' (containing 'Green'), '\* Sex' (a dropdown menu with 'Male' selected), '\* Date of birth (e.g. 31-01-2021)' (containing '24-09-1966'), 'Mobile number' (containing '04123456789'), and 'Best alternate number' (empty).

4. In the Your Medicare Details section:

- a. Type your **Medicare number**
- b. Type your **Individual reference number**

Your Medicare Details

Medicare card number: 1234 56789 1

IRN: 1

1 JOHN A CITIZEN  
2 JANE A CITIZEN  
3 JAMES A CITIZEN  
4 JESSICA A CITIZEN

VALID TO 08/2020

\* Medicare card number (10 digits, no space)

\* Individual reference number (IRN)

a 2954168691

b 2

5. Click **Confirm**.

*The NSW School Vaccination Program homepage will display*

Confirm

A NSW Government website

NSW Health | NSW School Vaccination Program | JG Jason Green

## How to provide consent for your child to receive a vaccination at school

1. From the NSW School Vaccination Program homepage click **Provide consent**.

*The School Vaccination Consent Form will display*

More information about the NSW School Vaccination Program is available at [NSW Health](#) or by calling your local public health unit on 1300 066 055

Provide consent

2. In the School Clinic section:

- a. Select your child's **school** and
- b. **School Year**

### School Clinic

\* Please use the search bar below to type and select your child's school:

a

\* School Year

b  Year 7  Year 10

3. In the Your Child's Details section:

- a. Enter their **Given Name**
- b. Enter their **Family Name**
- c. Select their **Sex**
- d. Select **Indigenous status**
- e. Enter your child's **date of birth** in the format DD-MM-YYYY

### Your Child's Details

\* Given Name

a

\* Family Name ⓘ

b

\* Sex

c

\* Indigenous status

d

\* Date of birth (e.g. 31-01-2021)

e

4. In the Parent/Guardian Details section, select your **Relationship to student**.

### Parent/Guardian Details

\* Relationship to student

Given Name

Family Name

Mobile number

Best alternate number

5. In the Home Address section, type in the child's **address**

Home Address

Please start typing your address below

✓ 1-5 AUSTRAL ST, PENSHURST NSW 2222


[I can't find the address](#)

6. In the Child's Medicare Details section:

- a. Type the child's **Medicare number**
- b. Type the child's **Individual reference number**

Child's Medicare Details

Your child's Medicare number will be used to match your child's vaccination records on the Australian Immunisation Register (AIR). If your child has their own Medicare card use this rather than the family one.



\* Medicare card number (10 digits, no space)

\* Individual reference number (IRN)

a 2954168691

b 2

7. Click the **Parent Information Sheet** to read the benefits and risks of vaccination.

*A new browser tab will open to display the Parent Information Sheet and Privacy Statement*

Step 2 of 3: Read Parent Information Sheet

Please open and read the Parent Information Sheet below to understand the benefits and risks of vaccination. You will be asked to declare that you have read and understood the Parent Information Sheet.

A Privacy Statement that describes how your personal information will be stored and used is also included.

i Parent information

[Parent Information Sheet - Year 7](#)

[Information in other languages](#)

[Privacy statement](#)

8. Read and **select** the declaration statements to indicate:

- a. You have read and understood the **Parent Information Sheet**
- b. You have read and understood the **Privacy Statement**
- c. Your child does not have any of the listed **medical conditions**

I, Jason Green

\* Declare that I have read and understood the information in the Parent Information Sheet regarding the benefits and possible side effects of Human Papillomavirus (HPV) and Diphtheria-Tetanus-Pertussis (dTpa) vaccines and note that I can withdraw consent at any time

\* Declare that I have read and understood the Privacy Statement and I understand that my and/or my child's personal information (including health information) may be disclosed in certain circumstances as set out in that Privacy Statement

\* Declare to the best of my knowledge that my child:

- Has not had an anaphylactic reaction following any vaccine
- Does not have an anaphylactic sensitivity to any of the vaccine components listed in the Parent Information Sheet
- Is not pregnant



### Important information

If the child has any of the listed medical conditions, it may not be suitable for them to receive the vaccination and you should seek medical advice.

9. In the **Consented Vaccines** section, **select** to indicate your consent of the vaccines.

**Note:** Consent must be provided for a child to receive their vaccination. Students over the age of 18 can provide their own consent.

**Note:** If the child has already received the HPV vaccine (dose 1) select the **Previously vaccinated for Human Papillomavirus (HPV) vaccine Dose 1** checkbox and type in the **date** the vaccine was received.

Consented Vaccines

I, Jason Green, give consent for my child Test Green, to receive a one-dose course of the Diphtheria-Tetanus-Pertussis (dTpa) vaccine

I, Jason Green, give consent for my child Test Green, to receive a two-dose course of the Human Papillomavirus (HPV) vaccine

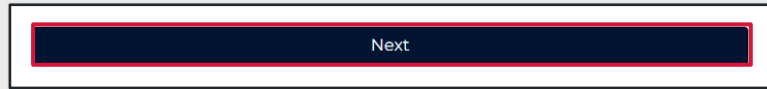
Previously vaccinated for Human Papillomavirus (HPV) vaccine Dose 1

10. Type any **additional comments** you would like the school to be aware of in the Additional Comment field.

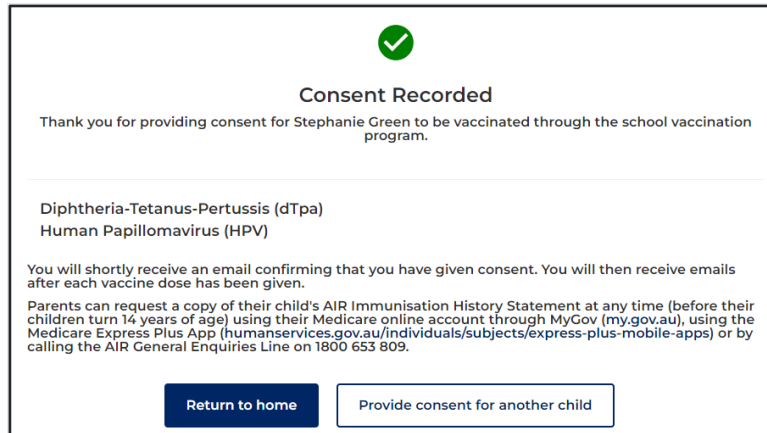
Additional Comment

**11. Click Next.**

*All information you have entered has been saved and consent has been recorded*



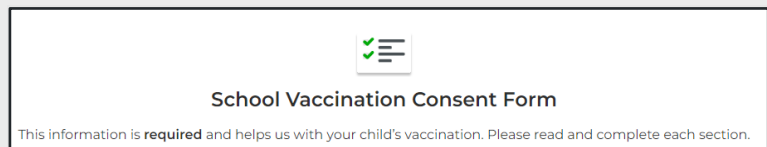
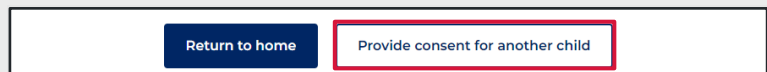
**12. The Consent Recorded page will display with important details for you to read. A copy of the consent will be texted and emailed to you.**



**13. To provide consent for another child, click Provide consent for another child.**

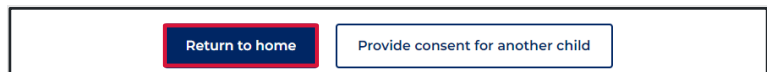
*A new School Vaccination Consent Form will display*

*Follow steps 2-11 of this guide to complete the form*



**14. To return to the School Vaccination Program homepage click Return to home.**

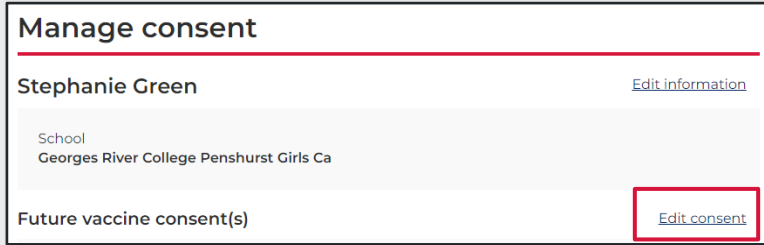
*The School Vaccination Program homepage will display*



## How to withdraw consent

1. From the NSW School Vaccination Program homepage click **Edit consent**.

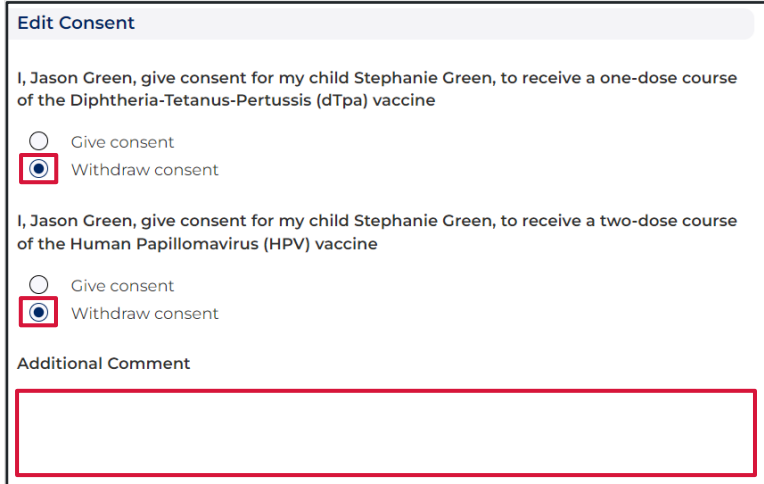
*The Manage Consent Form will display*



The screenshot shows the 'Manage consent' form for Stephanie Green. At the top right is a link for 'Edit information'. Below that, the school name 'Georges River College Penshurst Girls Ca' is listed. At the bottom, there is a section for 'Future vaccine consent(s)' with a red-bordered button labeled 'Edit consent'.

2. In the Manage Consent form, click the relevant **checkboxes** to withdraw consent.

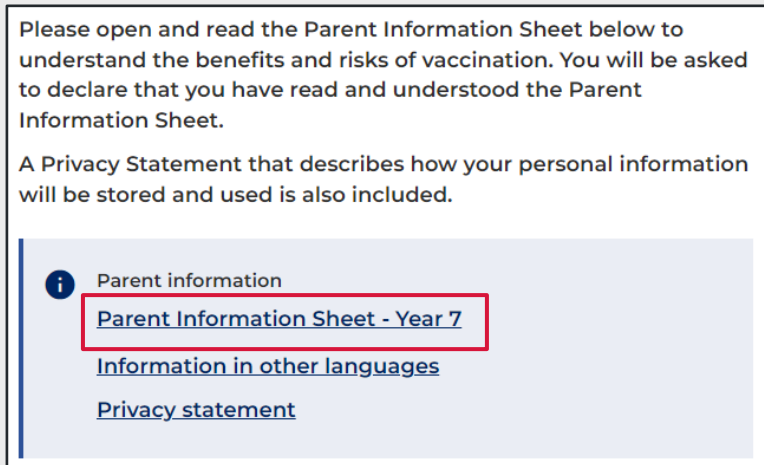
Type any **additional comments** you would like in the Additional Comment field.



The screenshot shows the 'Edit Consent' form. It contains two consent sections. The first is for a one-dose course of the Diphtheria-Tetanus-Pertussis (dTpa) vaccine, with 'Withdraw consent' selected. The second is for a two-dose course of the Human Papillomavirus (HPV) vaccine, also with 'Withdraw consent' selected. Below these is an 'Additional Comment' field with a red border.

3. Click the relevant **Parent Information Sheet** to read the benefits and risks of vaccination.

*A new browser tab will open to display the selected Parent Information Sheet*



The screenshot shows a screen with instructions to read the Parent Information Sheet. Below the text, there is a list of links: 'Parent information', 'Parent Information Sheet - Year 7' (highlighted with a red box), 'Information in other languages', and 'Privacy statement'.

4. Click **Confirm**.

*The Manage consent page will display*



The screenshot shows a single button labeled 'Confirm' with a red border.



5. The consent status will now display **Consent withdrawn**.

**Note:** Consent must be provided for a child to receive their vaccination at school. Now that consent has been withdrawn, the child will not be vaccinated.

<b>Stephanie Green</b> <a href="#">Edit information</a>	
School Georges River College Penshurst Girls Ca	
<b>Future vaccine consent(s)</b> <a href="#">Edit consent</a>	
Vaccine Diphtheria-Tetanus-Pertussis (dTpa)	
Dosage 1 Dose	
Consent status Consent withdrawn	
Vaccine Human Papillomavirus (HPV)	
Dosage 2 Doses	
Consent status Consent withdrawn	

## How to edit your child's personal details

1. From the NSW School Vaccination Program homepage, click **Edit information** in the Manage Consent section.

*The Edit information form will display*

### Manage consent

Stephanie Green

[Edit information](#)

School  
Georges River College Penshurst Girls Ca

Future vaccine consent(s)

[Edit consent](#)

2. In the **Edit information** form, update the relevant fields.

The information that can be edited is:

- School
- School Year
- Given Name
- Family Name
- Sex
- Indigenous status
- Date of birth
- Parent Details: Relationship to student
- Home address
- Medicare details

**Edit information**

School Clinic

\* Please use the search bar below to type and select your child's school:

Georges River College Penshurst Girls Ca | Penshurst | 2222

School Year

Year 7  Year 10

3. Click **Confirm**.

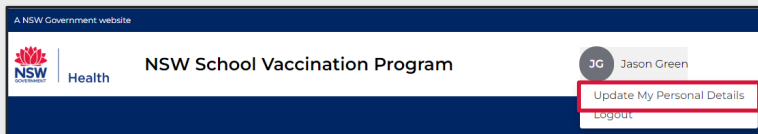
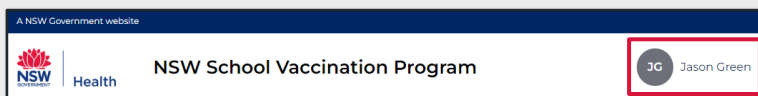
*The changes have been saved and the Manage consent page will display*

Confirm

## How to edit your personal details

1. From the NSW School Vaccination Program homepage, click **Your Name** and select **Update My Personal Details**.

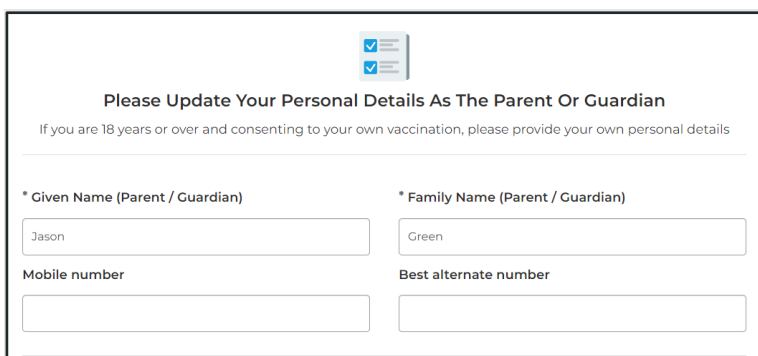
*The Please Update Your Personal Details As The Parent or Guardian page will display*



2. In the **Please Update Your Personal Details As The Parent or Guardian** form, update the relevant fields.

The information that can be edited is:

- Given Name
- Family Name
- Mobile number
- Best alternate number

A screenshot of the 'Please Update Your Personal Details As The Parent Or Guardian' form. At the top, there are two checked checkboxes. Below the title, a note states: 'If you are 18 years or over and consenting to your own vaccination, please provide your own personal details'. The form contains four input fields: '\* Given Name (Parent / Guardian)' with 'Jason' entered, '\* Family Name (Parent / Guardian)' with 'Green' entered, 'Mobile number', and 'Best alternate number'. All fields are currently empty except for the pre-filled names.

3. Click **Confirm**.

*The changes have been saved and the Manage consent page will display*

