



Health
South Eastern Sydney
Local Health District

SCHOOL VACCINATION PROGRAM

A USER GUIDE FOR SCHOOLS 2019

Please replace the contents of this folder each January, when the updated version arrives.

**South Eastern Sydney Local Health District
Public Health Unit**

Further information is available at

http://www.seslhd.health.nsw.gov.au/Public_Health/immunisation.asp





Health
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Foreword

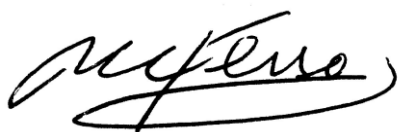
The NSW Health school-based adolescent vaccination program began in 2003 with the introduction of the new vaccine against group C meningococcal disease, administered to all school-aged children, and led to a remarkable drop in cases of this dreaded disease. In the intervening years a range of vaccines have been added to the school program, including hepatitis B, diphtheria-tetanus-pertussis, varicella (chickenpox) vaccines, human papillomavirus vaccine, and most recently a vaccine against groups A,C,W and Y meningococcal disease.

The Public Health Unit of South Eastern Sydney Local Health District manages and conducts the program in all high schools in the inner and east portions of the City of Sydney, the eastern suburbs, St George district and Sutherland Shire.

The purpose of this guide is to support the safe and efficient conduct of each vaccination clinic, and I ask that the guide be made available to all relevant staff, such as the school office, the Principal and other staff who need to advise parents or who otherwise wish to know more about the purpose of the program and the way it is run.

We have included tips suggested by school staff that could help you make the program work as smoothly as possible in your own school. Most of the information in the folder will remain correct in future years. However, please note that the vaccines included in the program, or the year group to whom they are administered, change from time to time as a result of policy and program changes instituted by the Australian Government or the NSW Ministry of Health. **We will email any changes to you as soon as we are aware of them.**

I would like to take this opportunity to thank all school staff involved in the vaccination program as well as the members of the Public Health Unit's immunisation team – you have all made a great difference to the health of our children and young people.



Prof Mark Ferson, Director and Public Health Officer, Public Health Unit
Directorate of Planning Population Health and Equity
South Eastern Sydney Local Health District

January 2019



PUBLIC HEALTH UNIT (PHU) CONTACT DETAILS:

Street address	Hut U Building 23 Easy Street Prince of Wales Hospital Campus Randwick NSW 2031
Postal address	Locked Bag 88 Randwick NSW 2031
Email	SESLHD-PublicHealth-SchoolProgram@health.nsw.gov.au
Phone	9382 8333 option 1
Fax	9382 4309
Director	Prof Mark Ferson Mark.ferson@health.nsw.gov.au

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OVERVIEW OF 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.

The vaccines are offered free of charge and will be given by specialist nurses in a clinic at your school. As most students receive vaccines at school, schools play a vital role in informing students and parents about the vaccines and influencing their uptake. Vaccines will only be available free from a GP for exceptional cases where it is not appropriate for a student to receive it at school. Please note free vaccine will only be provided through the GP during the year they are eligible to receive it at school.

We have offered various vaccines to different year groups since the commencement of routine school vaccination services in 2003. The table below is included for your information.

Vaccines offered at school since 2003

YEAR	SCHOOL YEAR OFFERED VACCINE	VACCINES OFFERED
2003/04	7-12	MENINGOCOCCAL C
2004	K-6	MENINGOCOCCAL C
	7-12	BOOSTRIX
	7	HEPATITIS B
2005	7	HEPATITIS B BOOSTRIX
2006	7	HEPATITIS B VARICELLA
2007	7	HEPATITIS B
	10-12	GARDASIL (GIRLS ONLY)
2008	7	HEPATITIS B VARICELLA
	7-10	GARDASIL (GIRLS ONLY)
2009	7	HEPATITIS B VARICELLA GARDASIL (GIRLS ONLY)
	10	BOOSTRIX
2010-12	7	HEPATITIS B VARICELLA BOOSTRIX GARDASIL (GIRLS ONLY)
	10	BOOSTRIX
2013	7	HEPATITIS B VARICELLA BOOSTRIX GARDASIL (GIRLS & BOYS)
	9	GARDASIL (BOYS ONLY)
2014	7	VARICELLA BOOSTRIX GARDASIL (GIRLS & BOYS)
	9	GARDASIL (BOYS ONLY)
2015	7	VARICELLA BOOSTRIX GARDASIL (GIRLS & BOYS)
	11 & 12	MMR
2016	7	VARICELLA BOOSTRIX GARDASIL (GIRLS & BOYS)
2017	7	VARICELLA BOOSTRIX GARDASIL (GIRLS & BOYS)
	11 & 12	Menactra ACWY
2018	7	BOOSTRIX GARDASIL9 (GIRLS & BOYS)
	10 & 11	Menactra ACWY

Vaccines offered in 2019

The below table indicates the vaccines that will be provided to students in the associated years in 2019. Please note that changes are made to the program annually and therefore the below schedule cannot be guaranteed for any year beyond 2019.

NSW School Vaccination Program 2019		
GIRLS AND BOYS		
Year 7	Year 8	Year 10
<ul style="list-style-type: none"> • Gardasil 9 Human Papillomavirus (HPV) vaccine 2 dose course • dTpa Diphtheria, Tetanus and Pertussis (whooping cough) vaccine as a booster dose for all students 	<ul style="list-style-type: none"> • Gardasil 9 Human Papillomavirus (HPV) vaccine, 2nd dose to any Year 8 male and female student who commenced the course in Year 7 (2018), but didn't complete it • No year 8 student can commence HPV in the school program but the vaccine is provided free at the GP 	<ul style="list-style-type: none"> • Menactra Meningococcal ACWY vaccine as a single dose

Communication

Communication is essential to ensure the smooth running of the adolescent vaccination program. There are a number of methods that the Public Health Unit utilises to communicate with schools and vice versa for schools to communicate with the Public Health Unit.

Email

Email reminders are sent at various points throughout the school year to ensure the school is prepared for our upcoming visits.

- A confirmation email is sent approximately 1 month prior to each scheduled visit with information relating to your particular clinic. These emails are sent to the coordinator and the principle for noting.
- Individual school matters or queries are generally sent to the coordinator for the year group for actioning and/or response.
- Schools are strongly encouraged to email enquiries through to the email address provided to ensure that your questions are responded to by the most appropriate member in a timely fashion.



Telephone

Phone calls are often required to assist with planning or management of clinics. Schools are welcome to contact the PHU via the phone number provided.

Mail/Courier

Mail or courier is utilised for the sending out of student consent packs to the schools for distribution. Letters are also sent to parents from the program when a student is absent from school and requires a catch up vaccine at a future visit or at their GP.

Website

Parent and Student Communication

Parents and students are welcome to contact the PHU if there are questions that the school are unable to answer.

Methods of communication and correspondence from the school to the PHU

Email

- Please email SESLH-PublicHealth-SchoolProgram@health.nsw.gov.au

Telephone

- Please call 9382 8333, option 1 for all urgent matters or questions.

Questions/concerns from parents and students

We are here to support your role and provide information to the general community. Please give the PHU main contact telephone number or email to any parent or student who has concerns/questions that you are not able to assist with.

WHAT HAPPENS BEFORE THE ACTUAL VACCINATION DAY?

Identify and delegate a school vaccination coordinator/champion that will be the main contact for the (PHU on all matters relating to the program and who will be responsible for the coordination of the clinic on the day.

Booking the clinic dates

The PHU will contact the school coordinator via email around September/October each year. We understand that schools have a very busy calendar and we try and accommodate your needs. We need to attend all high schools 3 times per year and our calendar is also very complex. **It is extremely hard to change dates after they have been confirmed.** When booking dates you need to consider:

- Room availability: We need to have a large enough space to accommodate a class of students with a separate entry and exit; the school hall is generally the most suitable area. **The room may need to be available for the clinic all day.**
- Location: It is preferable to have the room on the ground floor, so no stair climbing is involved for the students after vaccination.
- School events such as sports carnivals, exam periods and religious or cultural events for all year groups to ensure there is no clash.
- Your availability to assist at the clinic on the day.
- A parking space must be available for the team's car that carries their equipment and vaccines. This is a Work, Health and Safety issue for the nurses.

Confirmation of booking

An email will be sent to the nominated school coordinator and principal when the booking process is finalised. This usually occurs in late November/December.

Communicating the bookings to all staff

It is important that you inform and circulate the booking confirmation to all Year 7 teachers and all other relevant staff and mark it in the school calendar to reduce the risk of double booking.

Informing the School Community

It is helpful to publicise dates and the procedure for school vaccination days well before the event.

We have developed a *Parent Information Letter* (Appendix 1) that can be included in Year 7 enrolment packs and information sessions to inform the parents so they can consider the vaccinations before the parent information kits are sent home.

Schools are provided with a suggested newsletter item that can be customised to suit your school (Appendix 2).

FOR YEAR 7: Parent Information Kits / Consent Packs for year 7 which include the consent forms will be delivered by courier in January.

These kits should be distributed to all students in the appropriate year group only (including Special Education Students).

The Year 7 consent card now provides the opportunity for the parents/guardian to consent to all three vaccines offered, on one card. It is imperative that Parent/Guardians **sign** which vaccines they are consenting for, in **blue or black ink**, on the front of the consent card. Pencil is not accepted.

If the card is not completed correctly, the nurses may not be able to vaccinate the student. Teachers/Immunisation Coordinators are asked to make sure this is checked well before the vaccination day, and to ensure that the consent cards are returned to them well before the clinic day.

Please note that parents/guardians must record their Medicare Number (all 10 digits and the 11th number beside the child's name) on the consent form, as this is required to record the student's information on the National HPV Vaccination Register and link to the National or State Cervical Screening Program.

Tips for Distributing Parent Information Kits/consent forms

1. Distribute Parent Information Kits with an information letter (Appendix 1 for Year 7) for parents as early as possible so they have time to digest the information and return the consent forms. Please ensure that any special education students in Year 7 also receive the information kits.
2. Keep some extra kits in the office for the entire year, to give to students who misplace their packs, for new student enrolled throughout the year or those who have a late request to have the vaccines at visit 2 or 3. Parent Information Kits from previous years **cannot** be used.
3. The Parent Information Kit/Consent Pack contains an information sheet as well as the consent form which must be completed in black or blue ink by a parent or legal guardian. **Consent forms completed in pencil will not be accepted.**
4. The Parent Information Kits/Consent Packs are sent to boarding schools well in advance of the first booking to allow time to obtain consent from parents/guardians. **Consent for vaccination signed by "Boarding mothers" and other school representatives will not be accepted.**
5. As the students return the completed consent cards, Teacher/School Immunisation Coordinator are asked to check the Year 7 consents have been properly completed and with a signature to indicate which vaccines are consented for. (Some consent cards may need to be returned to Parents for validation/correction prior to the clinic).
6. Collect and store the returned consent forms as confidential documents in a secure place ready for the school clinic day.
7. Consider using an email, SMS or Facebook to alert parents that consent forms need to be returned by a given date and when the school vaccination clinics will be occurring.
8. Remind parents that information on the School Vaccination Program Parent Information Kit/Consent Packs are available in languages other than English at:
http://www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx
9. Signed consent forms will need to be returned to students on the vaccination clinic day by the School Representative, just prior to seeing the Immunisation Nurse.
10. If you run out of Consent Packs, please request that we send more out to you. Due to every card having its own individual barcode, cards may not be copied for distribution to multiple students.

In the communication survey undertaken with the schools, some coordinators remarked that they also used additional communication methods beyond those listed above, including:

1. Class lessons structured around the importance of immunisation, especially with reference to the vaccine scheduled.
2. Daily announcements.
3. Reminder on the school website or portal.
4. Playground notice board.

Information in Languages other than English

Information on the School Vaccination Program is available in 21 languages other than English and can be found at:

http://www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx

Translated sample consent forms are included as a guide, however only original consent forms provided by the Public Health Unit in the Parent Information Kits/Consent Cards may be used.

What to tell the Students

Students should be informed of the process for returning consent forms (see section on distributing consent forms, Page 6), and what to expect on the day of vaccination.

We recommend advising students:

- Having breakfast on vaccination day is highly recommended. If they are not being vaccinated until later in the day, morning tea, lunch and fluids especially on hot days, are also important.
- Wear comfortable, loose clothing if possible to allow access to the upper arm (such as sports uniform).
- If a student is nervous about receiving vaccinations, advise him/her to talk to the teacher about having their vaccination earlier in the day rather than waiting.
- All students will be given a record of vaccination by the nurse after receiving the injection. It is very important this be taken home to parents as it will be needed at different times in their life, for example prior to starting work / work experience, for travel or when going to University. It could also be given to their family GP to update those records.
- For children born after 1996, immunisation records for childhood vaccines can be checked by calling the Australian Immunisation Register on 1800 653 809.

What if they are not sure about their vaccination history?

1. Check the blue book/personal records.
2. Contact the Australian Immunisation Register 1800 653 809 to see if they have records.
3. Contact their GP.

What if they have done this and they still can't find the information?

If in doubt then they should be vaccinated at school. Additional doses of any of the vaccines offered at school will not cause harm to the student.

Information about the Diseases and Vaccines

The NSW Ministry of Health website has up to date information on the program:

<http://www.health.nsw.gov.au/immunisation/pages/default.aspx>

Information on the disease and vaccines titled "*Parent Information Sheet for the NSW School Vaccination Program*" is sent to parents and enclosed in the Parent Information Kits/Consent Packs. We have included a copy of the information sheet for each vaccine in Appendix 3. You will need to ensure that these forms are updated in the folder each year as the content may change.

Further information is available at:

<https://https://www.seslhd.health.nsw.gov.au/services-clinics/directory/public-health/immunisation/school-vaccination-program>

What happens if a parent has signed consent but changes their mind and wants to withdraw consent?

Parents/Guardians can elect to withdraw or revoke consent at any time. There are two ways this can happen.

Written letter from Parent

The Parent/Guardian who signed the consent card needs to write a letter withdrawing consent. The letter must be signed and include:

- Date
- Student's name
- Grade
- Vaccines for which the consent is being withdrawn
- A Pro forma of Withdrawal of Consent - Appendix 3 can also be used.

Verbal withdrawal request from parent - received by the school

In circumstances where the parent/guardian is unable to withdraw consent in writing, the parent/guardian may telephone the school to withdraw their consent. If this occurs the staff member who takes the phone call must:

- Seek clarification that the person on the phone is the parent/guardian who signed the consent.
- Withdraw consent using the Pro forma of Withdrawal of Consent.
- Confirm with the parent/guardian the specific vaccine/s to which the withdrawal of consent applies.
- Make a written record of the student's name, year, specific vaccine, time and date of the withdrawal.
- Forward the Pro forma provided with details of the withdrawn consent to the Team on the Clinic day before commencing vaccinations.
- The school should keep a copy for your records.

The letter/pro forma needs to be given to the nursing team before the clinic commences, so they can remove the consent card from the pile before vaccination commences. The school should also keep a copy of the letter for your records.

We cannot vaccinate a student if there is conflict of consent between parents. If the other parent, who did not sign the consent, wants the consent withdrawn, then the Team must be informed and both the parents advised to take their child to the GP for counselling / vaccination.

ON THE VACCINATION DAY

Check if there are any late returned consent cards or any withdrawal of consents. Please hand any to the school vaccination Team on their arrival to the school.

Getting the Room Ready

- A large comfortable well lit and well ventilated room, with good access, preferably where students do not need to use stairs, if possible. The room needs to have ample space to accommodate for all the nurses' stations, mats for students and safe thoroughfare for one way traffic. Students waiting to be vaccinated will need to be supervised nearby prior to entering the clinic space.
- After vaccination students need to be observed for at least 15 minutes before leaving the vicinity, another space near the clinic will need to be available and supervised.
- Desks for the nurses and our equipment.
- Chairs for nurses and students being vaccinated, and chairs for students awaiting vaccination.
- Gym mats to lie on, if the room is not carpeted, should the students feel unwell following vaccination.
- Screens for privacy (if available).
- Water and paper or foam cups, should the students feel unwell and require a drink.
- School staff members are to hand students their consent forms and supervise the students at all times and their safe return to class.

To make the day a positive experience, follow the tips for running smooth clinics.
A student experience on vaccination day can influence uptake of subsequent doses.

Tips for Running Smooth Clinics

1. Remind students to **have breakfast on the vaccination day**. Morning tea, lunch and extra fluids are ideal especially on hot days and if vaccination is later in the day.
2. Avoid having too many students queuing at a time as this can increase anxiety. Bring only one class at a time. **Avoid having the students waiting in the sun on hot days.**
3. **Avoid mixing the vaccinated with unvaccinated students by using a separate entry and exit door** to reduce anxiety.
4. Plan to have a 'runner' to bring new classes to the queue to maintain a **steady student flow**.
5. **Distractions** such as books or having a movie or music playing can help relieve anxiety.
6. Encourage **anxious students to go first** to reduce their anxiety and to avoid alarming other students. Ask nurses for assistance and bring anxious students forward to be vaccinated first.
7. Ensure the room being used is a **comfortable temperature, has good ventilation and a low noise** level to reduce student anxiety.
8. **Allow students to wear loose clothing** such as sports uniform on the vaccination day as it speeds up the clinic and makes vaccination easier.

9. Staff assisting should be in control of students, but remain **calm, supportive and present**.
10. Two teachers must be available to verify the identity of any students who are unable to do so themselves.
11. In the event of widespread student anxiety adversely impacting on the running of the clinic, consideration should be given to halting the clinic and returning following discussions with the school regarding strategies to manage student anxiety in future.

The team of vaccination nurses

A team of nurses will arrive at the school approximately 30 minutes - 1 hour before the scheduled time so that they can set up ready to commence vaccination. The size of the team will vary depending on the booking and school enrolment. Each team will always include one designated Team Leader who will make themselves known to you on arrival. It is important that you liaise directly with the Team Leader on all matters relating to the clinic on the day. There must be two nurses present for them to vaccinate students.

The team will need an area to park their van containing the equipment and vaccines. For Work, Health and Safety reasons, we request access close to the vaccination area to unload and reload the van.

During vaccination

Depending upon the size and noise level of the room, it usually works best if you bring up to around 20 students at any one time.

You will need to hand the student the consent cards on entry to the area and tell them to read the *student advice sheet* that is provided by the nurses whilst they are waiting.

Weather permitting, ask the students to loosen/remove any excess or tight clothing before they are seated with the nurse.

Following Vaccination

Following vaccination students will be handed a record of vaccination card to take home. This is an important record as the student may need to provide evidence of immunity before commencing work, work experience or travel at a later date. It can also be shown to the family GP to update records.

Students will remain in the vaccination area for 15 minutes following vaccination. They are able to return to class after 15 minutes, if they are feeling well. Senior students cannot drive a car for 30 mins post vaccination.

Any student who appears faint or unwell will remain in the vaccination area until the nurses are happy they are well enough to return to class.

The nurses will remain at the clinic after all the students are vaccinated to finalise any paperwork and pack their equipment. They need to remain on site for a minimum of 15 minutes after the last student is vaccinated.

Management of students unwell post vaccination

The nurses will manage any immediate adverse event post vaccination. Most are mild and do not last long and students are able to return to class. Any student who is feeling unwell immediately post vaccination will remain in the vicinity of the nurses until they have recovered.

In some instances, students may need to go home from school and normal school protocol for the management of sick students will be followed.

The team will ask the school coordinator or school administration for details of any student who has been unwell as a result of the vaccination clinic

Any unexpected or severe adverse events following vaccination are notified to the Advisory Committee on the Safety of Medicines (ACSOM). The nurses will report any that happen on the day of vaccination. Please contact the PHU on 9382 8333, option 1 to report any events that may occur or are reported to you after the clinic. Parents and students can also contact the PHU on 9382 8333 option 1 to report reactions.

Students who have missed the vaccination clinic day

The nurses will offer a catch-up vaccination for any missed doses at any of the clinics. Students can commence a course at any of the three visits while they are in Year 7.

Students who have returned a signed consent form, but missed vaccination throughout the year will be sent a letter by the PHU following visit 3. With exception of the Year 7 HPV (Gardasil) vaccine, the letter will advise parents that the child was not vaccinated. They will need to attend their GP while the student is in the respective year at school to obtain free vaccines to complete the course.

Year 7 students who commence but do not complete the course of HPV while in Year 7 will be offered vaccination the following year whilst in year 8. This only applies to HPV; all other vaccines offered and missed will not be offered in Year 8.

No student can commence a course of HPV vaccine whilst in year 8.

Under the National Immunisation Program, vaccinations are only provided free for the year that the vaccinations were offered. Students are encouraged to complete vaccinations in the current year otherwise they will need to pay for the vaccine.

Suggested Checklist

September / October:

- Decide on a School Immunisation Co-ordinator/Champion for the following year.
- You will receive a Survey Monkey from the PHU to book dates.
- Book a suitable venue for vaccinations within your school and inform all staff.
- Mark the dates on a universal school calendar.

January:

- Parent Information Kits/Consent Packs will be delivered to all schools.
- Packs may be distributed with the *Parent Information Letter* at Year 7 Orientation Day or sent home to parents. If the first visit is scheduled for a month or so into term, you may prefer to distribute packs at the start of Term 1. Be sure to nominate a date when consents are due back to the school.

January- March

- School Vaccination Program commences in the schools.
- Parent Information Kits/Consent Packs to be returned by Year 7 students by nominated date to allow time for the School Coordinator to check completed forms for completeness. Treat completed consent cards as *confidential* and store them in a secure place for the first clinic day. (Visit 2 for Years 10)

1 month prior to each visit:

- Arrange to have school staff assist you on the vaccination day.
- Confirm the venue is still available.
- Confirm the dates are still okay with the various year groups needing vaccination.
- Include the *Newsletter* item supplied in the school newsletter.

2 weeks prior to each visit:

- Inform Year 7 students that forms must be returned to designated teacher/place.
- Chase up any outstanding consent forms.
- Ensure Year 7 consent forms are correctly filled in, i.e. signatures to indicate which vaccine is consented to and that **blue/black pen is used**. Pencil is not accepted.
- Check the Indigenous Identification and the Medicare number is fully completed.

1 week prior to each visit:

- Chase up outstanding consent forms. Check if parents are still planning to return cards.

3 days prior to each visit:

- Final reminder to students that forms must be back.
- Count the number of consent forms.

1 day prior to each visit:

- Ensure the room is ready with desks, chairs, screens, water, paper/foam cups and gym mats (if no carpet)
- Consent forms need to be organised in alphabetical order by class, ready to hand back to students by a school staff member, before they proceed to the nurse.

Appendix 1 – Sample Parent Letter Year 7

Dear Parents/Guardians

NSW SCHOOL VACCINATION PROGRAM

Each year NSW Health works in partnership with schools to offer the vaccines recommended by the National Health and Medical Research Council (NHMRC) for adolescents as part of the school vaccination program.

In 2019 the following vaccines will be offered to Year 7 students*:

- Human Papillomavirus (HPV) Vaccine in a 2-dose schedule with a minimum of 6 months apart.
- dTpa Vaccine (Diphtheria, Tetanus & Pertussis (whooping cough)) as a single dose.

Year 10 * will be offered:

- Meningococcal ACWY Vaccine in a single dose.

Parent Information Kits that include an information sheet, consent form and privacy statement will be sent home to parents/guardians. To consent to the vaccination of their child, parents/guardians are advised to:

- read all the information provided
- complete the consent form, including signing their name next to the vaccine/s they would like their child to receive.
- return the completed consent form to their child's school.
- ensure that their child eats breakfast on the day of the school vaccination clinic.

Please note that students who commence HPV vaccination in school clinics in Year 7 but do not complete the course during the school year may be offered catch-up doses at school in Year 8. Students who have any HPV doses at their GP will be advised to complete the course with their GP.

Parents/guardians who wish to withdraw their consent for any reason may do so by writing to the school Principal or phoning the school. The Procedure for Withdrawal of Consent is available on the NSW Health website at http://www.health.nsw.gov.au/immunisation/Pages/withdraw_consent.aspx

To improve vaccination completion, students will be opportunistically offered any missed doses throughout the year where possible.

***A Record of Vaccination will be provided to each student vaccinated at each clinic as a physical card. Parents/guardians should ensure that this record is kept for future reference and should not assume that their child has been vaccinated if they do not receive this Record of Vaccination.**

Yours sincerely

School Immunisation Team

Appendix 2 – Newsletter Item

NSW SCHOOL VACCINATION PROGRAM

Each year NSW Health works in partnership with schools to offer the vaccines recommended by the National Health and Medical Research Council (NHMRC) for adolescents as part of the school vaccination program.

In 2019 the following vaccines will be offered:

Year 7 students

- **Diphtheria, Tetanus and Pertussis (whooping cough) vaccine** as a booster dose for all students
- **Human Papilloma Virus (HPV) vaccine**
2 dose course (at least 6 months apart)

Year 8 students

- **Gardasil 9**
Human Papillomavirus (HPV) vaccine, 2nd dose to any Year 8 male and female student who commenced the course in Year 7 (2018), but didn't complete it
- **No** year 8 student can **commence** HPV in the school program but the vaccine is provided free at the GP

Year 10 students

Meningococcal ACWY Vaccine as a single dose

Parent Information Kits that include an information sheet, consent form and privacy statement will be sent home to parents/guardians. To consent to the vaccination of their child, parents/guardians are advised to:

- Read all the information provided
- Complete the consent form, including signing their name next to the vaccine/s they would like their child to receive
- Return the completed consent form to their child's school
- Ensure that their child eats breakfast on the day of the school vaccination clinic

Please note that students who commence HPV vaccination in school clinics in Year 7 but do not complete the course during the school year may be offered catch-up doses at school in Year 8. Students who have any HPV doses at their GP will be advised to complete the course with their GP.

Parents/guardians who wish to withdraw their consent for any reason may do so by writing to the school Principal or by phoning the school. The Procedure for Withdrawal of Consent is available on the NSW Health website at www.health.nsw.gov.au/immunisation

To improve vaccination completion, students will be opportunistically offered any missed doses throughout the year where possible.

A Record of Vaccination will be provided to each student vaccinated at each clinic as a physical card. Parents/guardians should ensure that this record is kept for future reference and should not assume that their child has been vaccinated if they do not receive this Record of Vaccination.



Appendix 3 – Pro forma for schools to provide written notification to the Director, Public Health Unit, of any withdrawals of consent from NSW School Vaccination Program.

{Insert school crest and details}

Dear *<name of the Director of the Public Health Unit or delegate >*

<name of school> has received a withdrawal of consent from a parent/guardian for the school-based vaccination program.

The withdrawal of consent was received on *<date>* for *<student name>* in *<year group>*.

Consent is withdrawn for the *<name of vaccine>*.

Yours sincerely

Name of Principal:

Signature of Principal:

Date:
