



# Abbey Woods Academy

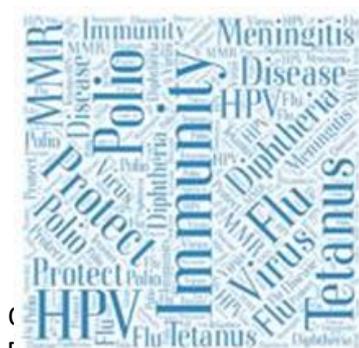
## FLU BOOKLET

# SEASONAL INFLUENZA VACCINATION

## 2020/21

**DATE OF YOUR SESSION**

**Friday 11 December 2020**



Dear School

**Re: Seasonal Influenza Vaccinations (flu) for children from Reception to and including Year 7**

This autumn Oxford Health school immunisation team will be returning to your school to deliver the annual flu vaccination to all children from age 4yrs to age 11yrs (with a date of birth from the 1<sup>st</sup> September 2015 to the 31<sup>st</sup> August 2009). Year 7 is a new cohort to be added to the nasal flu programme this year. Children who attend school in Nursery are not eligible for the vaccine via the school immunisation team but are instead invited to have this important vaccination at their GP Surgery.

Flu can be an unpleasant illness in children, with serious complications such as bronchitis and pneumonia and will require a child to be absent from school for several days. The flu virus changes each year and the vaccine is changed each year to ensure it matches the virus that is circulating. It is therefore important that the flu vaccination is given annually both to protect individual children and help reduce the spread of flu to families, friends, teachers and the wider community, especially younger siblings and older adults who are at risk of becoming seriously ill from flu. By vaccinating a large proportion of the children in your school the rest of the school community will gain protection from what is called Herd Immunity, a form of indirect protection for those not vaccinated by those who are vaccinated as the probability of those not vaccinated coming into contact with the virus is greatly reduced. We hope you will encourage parents to ensure their children are vaccinated. If members of staff wish to have the vaccination it can be accessed in local pharmacy's and through the GP if they have an underlying medical condition e.g. Asthma.

The immunisation team will be offering the flu vaccination to over 60,000 pupils this autumn, between October and December, resulting in them immunising in at least 3 and often up to 6 schools each day. It is therefore important that we work with you to agree and confirm a date and timings for the day and appropriate space in which we can administer the vaccine safely. In this pack you will find a confirmatory letter which details the date and time agreed and allocated to your school session. This date cannot be changed, and neither are we able to return to school if a year group are on a school trip. If this occurs and children are absent due to a prearranged school activity parents will be asked to bring their children to a catch-up clinic in school time and will be made aware as to why their child has not been immunised in school.

Should you have any problems or queries please do not hesitate to contact the Immunisation Team for your area found within the contacts page.

Thank you for your ongoing support with this programme and we look forward to working with you again this flu season

Yours faithfully



Fiona Singleton

Immunisation Team Lead

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## Confirmation of Influenza School Immunisation Session

<b>DATE</b>	<b>Friday 11 December 2020</b>
<b>Name and contact details of School Health Nurse Assistant</b>	<b>Lynn Charles and Amy Ellis 07776162162 or 07557204192 or 01865 904890</b>
<b>School Code for Online Consent</b>	<b>OX139709</b>
<b>Date and time consent form will CLOSE</b>	<b>Tuesday 8 December 2020 at 5pm</b>

Please ensure this date is recorded on your school calendar and all staff involved are informed.

session.

## School preparations for nasal flu immunisation session

Thank you for your support with the immunisation programme. We hope you will see a reduction in illness at school this winter for all pupils and staff as a direct result.

We will be coming into school with a team of School Health Nurses to deliver the nasal flu immunisation to all Reception, year 1, 2, 3, 4, 5, 6 and 7 children.

In order to promote the smooth running of the session, would you please arrange for the following facilities and equipment to be available on the day:

- A large area or room, ideally the school hall, to ensure the smooth running of the session
- We will need tables for each nurse each with 2 adult sized chairs per table for the nurses and administrator
- A thin crash mat
- Tea/coffee for the immunisers would be greatly appreciated!
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When we arrive, we will provide you with a list of students who have been consented to receive the vaccination.

**ONLY children on these lists should be brought to the hall for vaccination** this is important and reduces the risk of error. We will provide wrist bands for all students in Reception and Year 1 and these are to be put on by a member of staff who is confident of the child's identity! Wherever possible we would like to start the session with the oldest children i.e. children in Year 6 or 7 and finish with children in Reception.

This nasal flu immunisation is quick to deliver, approx. 2 mins per child. Each group of children will need to be accompanied by a member of staff so that they can confirm the child's identity. We appreciate staff support to facilitate a smooth flow of students throughout the session which will enable us to complete the session promptly and minimise disruption to school.

It would be very helpful if one of the year groups who are being immunised could have their immunisations during break time (for morning school visits), this will ensure all students are immunised in time for dinner ladies to access the hall if required and helps reduce costs for the NHS.

Please note that following the introduction of Electronic Consent each nurse will have either a laptop or an iPad with them. We would be grateful therefore if you could make available a **Wi-Fi code** for use at the session when we arrive. If this is not possible please call us on the number below in advance so we are aware of this issue.

If parents / carers have questions about their child's eligibility or specific health concerns, please ask them to contact Ali Lunn on 07920 254400

Thankyou

Yours sincerely



Fiona Singleton

Immunisation Team Lead

Further information about the programme is available on

<http://www.nhs.uk/Conditions/vaccinations/Pages/child-flu-vaccine.aspx>

Oxford Health NHS Foundation Trust - Immunisation Team - Seasonal Influenza pack for schools 2020/21  
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## Information regarding Electronic Consent

Consent to vaccinate children is now via an online consent form. We will no longer be sending out paper consent forms, so it is important that parents complete the form online so that their child is able to receive their vaccination.



The letter provided to you by us that you will email to parents has the following information that they will require to access and complete the form. Please add the following text to the subject heading of the e mail “**Important information – Flu Consent Form**”

Link to Website	<a href="https://www.oxfordhealthimms.co.uk/forms/flu">https://www.oxfordhealthimms.co.uk/forms/flu</a>
Your unique school Code	OX139709

If you are aware of parents who do not have access to IT and you are unable to help them complete their consent form in school please ask them to call Alison Lunn 07920 254400 who will be able to support them in providing consent for the immunisation.

Following the introduction of Electronic Consent last year, we were contacted by many schools requesting access to the system so they could identify who had returned a consent form which would therefore enable them to target those who hadn't. If you haven't already done so and wish to apply for admin rights to the e consent system you will gain access to your school portal and have access to the following information.

Year Group	Last Name	FirstName	Dob	Sex	Consent	Submit Date
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Please contact Ali Lunn if you would like access to the system and she will send you directions on how to register. Only one person per school can be granted permission and a school email address must be used.

## Information Sharing



The Immunisation Teamwork for Oxford Health NHS Foundation Trust but are commissioned by NHS England to deliver the school-based immunisation programme, in line with the public health agenda.

Immunisations are one of the most successful and cost-effective health protection interventions and are a cornerstone of public health. High immunisation rates are key to preventing the spread of infectious disease, complications and possible early death among individuals and protecting the population's health through both individual and herd immunity.

Due to the significant impact of immunisations on school aged children and the wider population it is important that the Immunisation Team can access and share non-sensitive patient identifiable information on eligible children securely. Without this information we would not be able to confirm that we have provided an offer of vaccination to 100% of eligible children and neither would we be able to accurately report statistical data to NHS England. This reporting of data allows NHS England to monitor trends, uptake and to review the incidence of Influenza across the country. In addition we want to work with you to protect the health of all children within your school, and by supporting the annual flu vaccination programme we would expect to see a positive impact on child and staff attendance as we will be providing protection against this winter's flu strains so reducing ill health and absence.

From the 25th May 2018 a new framework for data protection laws, GDPR, was introduced to ensure that all services are clear and explicit about what information is collected from parents/carers/children and how this information is stored, managed and processed. This relates to sensitive information such as ethnicity, whether a child is SEN, pupil premium etc. As an immunisation Team working in the NHS we ask for and record personal and health information for children and young people who access our services. This helps us treat them now and in the future. This information might be shared with a third party to assist in giving them the best care possible, however only information that is required and appropriate to support their care and treatment would ever be provided. To find out more about how Oxford Health may use information please see our Privacy Notice at: [www.oxfordhealth.nhs.uk/privacy/](http://www.oxfordhealth.nhs.uk/privacy/)

Information provided by parents when completing the Online Consent Form is securely stored and processed. Parents can access Cinnamon Digital Applications Data Processing statement at the bottom of the first page of the Consent Form before they are required to submit any information.

Further information from Public Health England regarding the lawful sharing of information for the purpose of Immunisations is available on request.

## Preparation checklist for schools



We do appreciate that not all schools will have the resources to be able to fully support the Immunisation Team and may struggle with some of the checklist items below please contact us prior to your session to discuss individual issues so we can work with the resources you have. A session may have to be cancelled if we arrive on site having not had a discussion and believe that we are not able to run the session safely with the resources provided.

Appoint a lead member of staff within school to take overall charge of the childhood flu immunisation session and who will be responsible for liaising with the Immunisation Team. NAME:	
The Lead member of staff has registered for access rights to Cinnamon Digital and is able to access the school portal.	
At least 2 weeks prior to the session the Lead member of staff to email parents the letter provided by Oxford Health informing parents of the upcoming flu immunisation and providing the link to the Consent form. Subject heading of email to state <b>ACTION REQUIRED FLU CONSENT FORM</b>	
At least 2 weeks prior to the session the Class List to be securely sent to the Immunisation Administrator attending the session.	
Add Flu session date, school code and link to the online consent form on your school website with a link to the Immunisation website: <a href="https://www.oxfordhealth.nhs.uk/school-health-nurses/immunisations/">https://www.oxfordhealth.nhs.uk/school-health-nurses/immunisations/</a>	
Lead member of staff to check E Consent portal and remind parents to submit their Consent Forms when necessary. Consent Forms will not be able to be submitted within 48hrs of the session.	
Organise a suitable room which is large enough to accommodate the nurses and pupils and is near to handwashing facilities. Ensure the room is available for the duration of the session. <b>Please be aware that the team will arrive with a lot of heavy equipment, so a ground floor room is preferable.</b>	
Head Teachers briefing, in this pack, to be read to all staff in the week prior to the session	
Room to be set up with adult tables and two chairs per nurse. A crash mat and water to be provided for the pupils if required.	
To ensure all children in Reception and Year 1 are correctly identified, on our arrival in school we will provide named wristbands which MUST be put on by a member of staff who is confident of the first name and surname of the children in their care. Lists of students for immunisation will also be provided for distribution to each class.	
School WIFI code to be provided to Immunisation Team on arrival	
All messages received by school to be written on message sheet, in this pack, and given to the Lead Nurse in the Immunisation Team prior to the session commencing.	
A nominated member of staff who is familiar with the children to attend the session and collect the children from their class. Only children WITH CONSENT should be brought to the Immunisation Room	
Refreshments for the Immunisation Team would be much appreciated	



## Identification of students

All children who have consent for immunisation will have their identity checked by the nurse delivering the immunisation. On arrival at the school wristbands with the child's first and second name, Yr. group and dob, will be provided to the School Reception for the children in Reception and Year 1, for whom consent for immunisation has been given. We ask that these wristbands are put on the correct child by a competent member of staff who is familiar with the children and who knows both the first and surname of all the children in the class. In some cases we may provide wristbands for all year groups.

If there are children with similar names in a year group, we would ask that the member of staff putting on the wristband checks with another member of staff that they have correctly identified the child for whom the wristband is for.

**There were a small number of Incidents in schools last year when children had been misidentified by school staff so please ensure that a competent member of staff who knows the children well puts the correct wrist band on the children.**

Only children who have been consented for immunisation should be brought to the Immunisation room to reduce the risk of a child who does not have consent being immunised.

Young children can often be very shy when sat in front of the immunisation nurse and the wristbands are the default to identify any child who is not forthcoming with information. If a child provides conflicting information to what is on the wristband a member of the school staff will be asked to identify the child.

Children must be accompanied to the immunisation room by a member of school staff and remain in the care of the staff member until the point of immunisation and immediately following unless unwell.

## What to expect on the day of vaccination?

	<p>The team will aim to arrive at your school as indicated on page 2 of this pack to set up the session. This includes preparing tables, sorting out equipment, checking vaccines and the emergency medication and conducting a Risk Assessment to ensure they can deliver the vaccines safely. They will provide wristbands and lists of children to be immunised to School Reception and will discuss with you the order in which the children should be brought for immunisation. It is usual to start with Yr6 so the wristbands can be safely put on the younger children.</p>
	<p>Please do not allow parents into the Immunisation Room it is important that the team can set up the session safely with no distractions. If a parent wishes to speak to a nurse, please make the Lead Nurse aware.</p>
	<p>Please write any messages from parents on the message sheet in this pack and give to the Lead Nurse before the session starts.</p>
	<p>The Team will aim to start immunising approx. 30 mins after arriving.</p>
	<p>We wish to cause as little disruption to your school day as possible. In addition to the staff member accompanying the children If you are able to provide another member of staff who is able to maintain a constant flow of students to the nurses we will be able to complete the session in a timely manner.</p>
	<p>Depending on the number of students in your school and the length of time the nurses are immunising they may ask for a short pause. Please remember many of the staff will have arrived at work at 07:30 to ensure your session was able to start on time.</p>

## After the Session

The following information will be sent electronically to parents following the session



- If the child was immunised details of the vaccination given and any possible side effects will be emailed to the parent.
- If the child was not immunised and consent was given the parent will receive an email which will provide a link to enable them to book an appointment at a Community based clinic. Only children who are at high risk from flu, due to one or more medical conditions can have the vaccination at their GP surgery.



## Appendix 2: Head Teachers Briefing



The School Nurses will be coming in on Friday 11 December 2020 to deliver the flu vaccine for the students. They will be immunising children in Reception through to Year 7. Wrist bands will be provided for students in Reception and Year 1 for whom Consent to be immunised has been given. The wrist bands will state the child's name, dob and year group and will be given to the School Office, when the nurses arrive. Class teachers are responsible for putting the wrist bands on the correct child. This will help the nurses to correctly identify students whose parents/carers have consented for them to be immunised. For this reason, they ask that the older year groups, start with year 6 if possible, are taken for immunisation first to allow time for the wrist bands to be put on.

Lists of children who have been consented will be provided to the school office on the nurse's arrival. Please make sure you only take children who are to be immunised into the room where the immunisations are taking place. For minimal disruption please ensure the students are brought promptly to the nurses.

Please can form tutors and all staff remind children they will be seeing school nurses for medicine up their nose – **Please do not say it is an injection** – it is a nasal spray which goes up both nostrils and does not hurt.

Any children that are unwell or absent on the day can be seen at a catch-up clinic and a letter will be left to be given to them.

Parent queries **cannot** be dealt with on the day due to the volume of students that need immunisation – parents should contact the immunisation team with any questions prior to the session. Details of who to contact are on the letter and the consent form.

**It is of the utmost importance that if a message is received from a parent regarding their child's health on the morning of vaccination it is written on the message sheet provided and must be given to the nurses on their arrival in school as this may mean the child is unable to be immunised.**



**(Subject heading of email: URGENT ACTION REQUIRED)**

**REMINDER TO PARENTS/CARERS**

Please complete the Consent Form, via the link below, so your child can receive their FLU Vaccination.

This link will cease to work 2 working days before the session.

Session date: Friday 11 December 2020

To access the online consent form, please click on the following link

<https://www.oxfordhealthimms.co.uk/forms/flu>

Your unique school code is **OX139709**

For further information regarding this important vaccine please go to:

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>