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| Secondary School Immunisation Program |
| Annual agreement between the local council immunisation provider and the secondary school |
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## Purpose

This agreement is to acknowledge the roles and responsibilities between the school and the local council immunisation provider (or contracted provider) to deliver the Secondary School Immunisation Program.

## Important information for Victorian secondary schools

The Secondary School Immunisation Program offers free vaccinations provided by the [National Immunisation Program](https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule) <https://www.health.gov.au/topics/immunisation/when-to-get-vaccinated/national-immunisation-program-schedule?language=und> each year to students in Year 7 and Year 10.

Students will have the opportunity to receive the following:

### Year 7 students

* Diphtheria-tetanus-pertussis (whooping cough)
* Human papillomavirus (HPV)

### Year 10 students

* Meningococcal ACWY

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## Roles and Responsibilities

### Local council immunisation provider

Local councils are required under the [*Public Health and Wellbeing Act 2008*](http://classic.austlii.edu.au/au/legis/vic/num_act/phawa200846o2008268/s24.html) <http://classic.austlii.edu.au/au/legis/vic/num\_act/phawa200846o2008268/s24.html> to provide immunisation services to children living or being educated within their municipal district.

Local councils coordinate and deliver immunisation services to secondary schools either directly, or through a contracted immunisation provider, usually a health service.

Immunisation provider roles and responsibilities

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| **Coordinate** | **Consent** | **Service delivery** |
| * initiate and maintain contact * provide schools with council’s email and contact details * plan school vaccination dates * provide [secondary school immunisation program agreement](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> to schools * send consent forms (online or hardcopy where appropriate) and resources | * review consent forms for completeness and eligibility * follow up non-returned, incomplete, or incorrectly completed consent forms * obtain telephone consent from parents or guardians where appropriate (Authorised Nurse Immunisers only) | * ensure compliance with the [National Vaccine Storage guidelines – strive for five](https://www.health.gov.au/resources/collections/national-vaccine-storage-guidelines-resource-collection) <https://www.health.gov.au/ resources/collections/national-vaccine-storage-guidelines-resource-collection> * ensure students are eligible to receive vaccines on the day * monitor students for a minimum 15 minutes after vaccination * respond to and manage adverse reactions following immunisation * report adverse reactions following immunisation to vaccine(s) to [SAEFVIC](https://www.safevac.org.au/Home/Info/VIC)   <https://www.safevac.org.au/Home/Info/VIC>   * inform the school immunisation coordinator and parents/guardians of any incidents occurring during immunisation day * follow up students who have missed vaccine(s) * record and report immunisation encounters to the [Australian Immunisation Register](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/what-immunisation-history-statement)   <https://www.servicesaustralia.gov.au/what-immunisation-history-statement?context=22436> |

### Secondary school

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| **Department of Education Policy and Advisory Library (PAL):**  **Supporting the Victorian Secondary School Immunisation Program**  Secondary schools play an important role in supporting immunisation by forming an effective relationship with their local council and ensuring effective facilitation of their school's immunisation program.  Schools are encouraged to:   * appoint a school immunisation coordinator to manage the school's vaccine program * consider a [written agreement with the local council immunisation service](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> regarding the program * ensure the school immunisation coordinator liaises with the immunisation provider in the local council * support the distribution and collection of all vaccine consent forms (online or hard copy) and obtain completed forms from parents and guardians * make use of resources available on the [Secondary school immunisation program - Resources for secondary schools and councils](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> and your local immunisation provider to assist with communication to students, parents, teachers and the wider school community about school-aged vaccines * ensure appropriate resources and environments are available for the program to run smoothly   For information on the current schedule of vaccines delivered as part of the secondary school vaccine program, visit the [National Immunisation Program Schedule.](https://www.health.gov.au/initiatives-and-programs/national-immunisation-program)<https://www.health.gov.au/our-work/national-immunisation-program>  Further information: [Department of Education Immunisation page](https://www2.education.vic.gov.au/pal/immunisation/policy)  <https://www2.education.vic.gov.au/pal/immunisation/policy> |

School role and responsibilities

The role of the school is to:

* Appoint a school immunisation coordinator to liaise with the immunisation provider and ensure that the [responsibilities of the school](https://www2.education.vic.gov.au/pal/immunisation/policy) <https://www2.education.vic.gov.au/pal/immunisation/policy> are carried out
* Send a [collection statement](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> to parents/guardians that informs them that their contact details will be transferred to local council unless they request otherwise
* Send student and parent/guardian contact details by email to your council immunisation provider as permitted by the [*Public Health and Wellbeing Regulations 2019*](http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html) <<http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html>>.
  + Resources including a data extraction tool to make the transfer of data simple, quick and secure, are available at [Secondary school immunisation program - Information for secondary schools and councils](https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program*>*
* Utilise vaccine resources provided by the immunisation provider or on the Department’s website to communicate with students, parents/guardians, teachers, and the wider school community about adolescent immunisation
* Support the distribution and collection of all immunisation consent forms
* Ensure appropriate resources and environments are available for the program to run safely and effectively on vaccination day.

**Role of the school/school immunisation coordinator**

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| **Coordinate** | **Consent** | **Communicate** |
| * sign secondary school immunisation program agreement with local council immunisation provider * plan and facilitate vaccination days * send a [collection statement](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/ immunisation/secondary-school-immunisation-program> to parents/guardians * transfer student and parent/guardian contact details to immunisation provider * ensure adequate school staff available to supervise students on vaccination day | * distribute consent forms (online or hard copy) * collect and collate into class groups returned consent forms for the immunisation provider * ensure that the consent form the student presents on the day of vaccination to the immunisation provider is their own | * liaise with immunisation provider * communicate with parents/guardians * promote vaccination day to students and staff * use health promotion resources provided by immunisation provider and the Victorian Department of Health * communicate to the immunisation provider any questions or concerns raised by parents/guardians, students, or staff |

**What information does the local council need?**

Schools provide the following basic student and parent/guardian contact information:

* student name
* date of birth
* gender
* year level and class group
* parent/guardian contact details
* language(s) spoken at home.

The [*Public Health and Wellbeing Regulations 2019*](http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html) <http://classic.austlii.edu.au/au/legis/vic/consol\_reg/phawr2019331/s112.html> authorise schools to provide the above student and parent information to local council for the purposes of delivering the Victorian Secondary School Immunisation Program. For further information see the [immunisation section of the Department of Education policy and advisory library](https://www2.education.vic.gov.au/pal/immunisation/policy) <https://www2.education.vic.gov.au/pal/immunisation/policy>

**Why do schools provide this information?**

* To improve communication with parents/guardians regarding their child’s vaccination needs.
* To ensure all eligible students are offered the opportunity to access free vaccinations at school.
* To reduce the administrative burden on school staff to follow-up vaccination consent forms.
* To eliminate manual data entry processes.

**Further information for schools**

Go to the [Department of Health website](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> to access:

* Collection Statement to be issued to all parents/guardians of students in Year 7 and Year 10 during the first week of Term One, annually.
* [Translated vaccination information](https://www.healthtranslations.vic.gov.au/) <https://www.healthtranslations.vic.gov.au>.
* A range of immunisation resources to assist in the coordination of the Secondary School Immunisation Program.

## Agreement

| Local council immunisation provider | Secondary school |
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| Local council name: | School/Campus name: |
| Phone no.: | Phone no.: |
| Email: | Email: |
| Contact name: | Contact name (immunisation coordinator / Principal): |
| Signature: | Signature: |
| Date: | Date: |

Representatives of both parties will keep a signed copy of this agreement.

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| To receive this document in an accessible format [email Immunisation Program](mailto:email%20Immunisation%20Program) <immunisation@health.vic.gov.au>  This publication is copyright, no part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968.*  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, November 2024.    Available at [Secondary school immunisation program – Information for secondary schools and councils](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) <https://www.health.vic.gov.au/immunisation/secondary-school-immunisation-program> |