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| Secondary School Immunisation Program |
| School-based immunisation checklist for secondary schools |
| OFFICIAL |



# Background

The Secondary School Immunisation Program (SSIP) offers free vaccines provided by the [National Immunisation Program](https://www.health.gov.au/health-topics/immunisation/when-to-get-vaccinated/national-immunisation-program-schedule) each year to Year 7 and Year 10 students. The [*Public Health and Wellbeing Act 2008*](https://www.health.vic.gov.au/legislation/public-health-and-wellbeing-act-2008)<https://www.health.vic.gov.au/legislation/public-health-and-wellbeing-act-2008> stipulates that local councils are responsible for implementing the SSIP, while schools have a requirement to share student information with councils. The following checklists have been developed to guide and support secondary schools with the information they require in the delivery of the school-based SSIP.

#### Secondary School immunisation coordinator checklist

**Term 1**

| Has the following been completed? | Complete (yes/no/NA) |
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| **Review** [A guide for schools](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip). These guidelines support your school to deliver a safe and successful SSIP |  |
| **Liaise** at the commencement of term 1 with your local council immunisation provider to confirm immunisation dates for Year 7 and Year 10 students this school year. |  |
| **Sign** the [Annual agreement](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip) between your secondary school with your immunisation provider at the commencement of term 1 each year |  |
| **Distribute** a [Collection Statement](https://www.health.vic.gov.au/immunisation/resources-for-secondary-schools-ssip) to parents/guardians of all students in Year 7 and Year 10 in first week of term 1. |  |
| **Record** any objections from parents/guardians in response to the Collection Statement **by the end of February each year** |  |
| **Transfer** contact details to your local council immunisation provider as soon as possible after census date, **end of February each year** |  |
| **Distribute hard copy or online (e.g. through the CIRV portal) consent forms provided by your local council immunisation provider to all Year 7 and Year 10 students advising students/parents/guardians the date when completed consent cards must be returned or responded (if online)** |  |

**Term 1 or later**

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| Has the following been completed? | Complete (yes/no/NA) |
| **Collate** all returned consent forms into class groups for your local council immunisation provider to collect and review prior to immunisation day |  |
| **Promote** the SSIP and the importance of adolescent vaccination to students and parents/guardians via school communication channels each term |  |

# Immunisation day checklist

**Physical Environment**

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| Does / will the immunisation area have: | Complete (yes/no) |
| A quiet place for students to wait on the ground floor (away from stairs), suitable for all weather conditions, and where they can’t see the vaccinations being delivered? |  |
| Mobile phone reception or within easy reach of a landline phone |  |
| Separate entry to and exit from the vaccination area? |  |
| A ‘checkpoint’ table where the immunisation provider can record student’s attendance and check their consent card is valid? |  |
| Mobile screens for students’ privacy? |  |
| Availability of a separate space for the vaccination procedure that affords extra privacy to individual students being vaccinated if needed? |  |
| A separate space for students to sit and be observed for a minimum 15 minutes post vaccination that is not immediately visible to the vaccination area? |  |
| Is there adequate lighting, heating/cooling; power points available? |  |
| Handwashing/sanitising facilities within easy reach? |  |

**Logistics**

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| Does / will the immunisation area have: | Complete (yes/no) |
| Gym mats for students to lie down on if they feel faint during or following vaccination? |  |
| Provision of water/cups for students if they feel faint during or following vaccination? |  |
| Enough tables and chairs (for administration, the nurse immunisers and the students being vaccinated)? |  |

**Staffing Requirements**

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| Does / will the immunisation area have: | Complete (yes/no) |
| School staff to ensure students present to vaccination area in a timely manner |  |
| Adequate school staff to supervise the students before vaccination and for a minimum of 15 minutes immediately following vaccination? |  |
| Integration aides accompanying students with special needs? |  |

## Further information

[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>.

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