



Department of Health

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BAC-DM-21282

To: Secondary School Principal

cc: Department of Education

Dear Principal,

The Victorian Department of Health (the department) would like to acknowledge the valuable contribution secondary schools have made to the coordination and delivery of the Secondary School Immunisation Program (SSIP) to date.

I am writing to request your continued support of this important program, which offers Year 7 students' vaccination against diphtheria, tetanus and pertussis (whooping cough), human papillomavirus (HPV), and Year 10 students' vaccination against four strains of potentially deadly meningococcal disease.

As in previous years, your local council immunisation service will work with your school to undertake this work. To support immunisation in your school community, I encourage you to:

1. Assign a school immunisation coordinator who will liaise with your local council immunisation service and will oversee the immunisation program in your school, including providing information about the immunisation program to students, parents/guardians and staff.
2. Send a [collection statement](#) to parents/guardians to inform them that their contact details will be transferred to your local council unless otherwise requested.
3. Ensure that relevant student data is shared with your local council to facilitate delivery of the immunisation program, as per the [Public Health and Wellbeing Regulations 2019](#).
4. Support the distribution and collection of immunisation consent forms, either in hard copy format or via online platforms.
5. Ensure appropriate resources and environments are available for the immunisation program to run safely and effectively on vaccination day.

Immunisation is a proven and safe way to protect against infectious diseases and prevent the spread of these diseases from person to person within communities. Secondary school students are at an important age when some vaccines will be most effective and will offer protection before exposure to a disease. Other adolescent vaccines will boost the protection provided by childhood vaccines that can wane over time.

As you are aware, local councils are required under the [Public Health and Wellbeing Act 2008](#) to provide immunisation services to children living or being educated within their municipal district. I therefore ask that you continue to support your staff and your local council immunisation service to prioritise the delivery of the SSIP and any associated catch-up activities as a key public health initiative.

I have attached key messages for inclusion in your school newsletter to assist you in communicating with parents/guardians about the immunisation program. The newsletter content can be adapted for your school community, including adding in the details of your local council immunisation service.

I recommend discussing with your local council immunisation service before sending it to parents/guardians to ensure any relevant local information can be included.

For further information, please contact your local council immunisation service in the first instance.

For other queries regarding immunisation programs, please contact the Immunisation Program at immunisation@health.vic.gov.au.

Yours sincerely



Dr Tarun Weeramanthri
Chief Health Officer
Department of Health

23 / 01 / 2025

Attachments

1. Collection statement sample letter
2. Key messages for inclusion in school newsletter