

School Aged Immunisation team  
Seaton Deleval Innovation Hub  
Avenue Rd,  
Seaton Delaval,  
Whitley Bay  
NE25 0QJ

September 2022

Dear Parent/Carer

**Your child's annual flu vaccination is now due**

This vaccination programme is in place to help protect your child against flu, which can be an unpleasant illness and sometimes causes serious complications. This year, with COVID-19 in circulation, it's more important than ever that eligible groups are vaccinated to protect them from flu. The free flu vaccine will help prevent them getting the flu and is the best protection from the flu virus. Vaccinating your child will also help protect more vulnerable friends and family by preventing the spread of flu.

The intra-nasal flu vaccine is the most effective protection for your child against flu. **However, if in the past you have refused the intra-nasal vaccine due to PORCINE GELATINE content, we are now able to offer an alternative injectable flu vaccine which is porcine-free. This can be given in one of our IM flu clinics. Please complete the consent form stating that you would like your child to have the IM flu vaccine.**

The online consent can be accessed via any online device. Please click on the following link <https://www.northumbriaimmunisations.co.uk/Forms/Flu> which will direct you to an online consent form for you to complete.

We will be visiting your child's school on **11/01/2023** please complete the consent form in full using the following school code: **NB108644** **If a consent form is not completed by midday 48 hours before our visit your child may not receive their immunisation at school.**

The vaccination is free and recommended for children and young people. It will be given by a quick and simple spray up the nose. Here is a link to a leaflet explaining the vaccination programme which includes details about the small number of children for whom the nasal vaccine is not appropriate:

[Protecting your child against flu - Information for parents and carers of preschool and primary school-aged children \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84444/protecting-your-child-against-flu-information-for-parents-and-carers-of-preschool-and-primary-school-aged-children.pdf)

**In the rare event that you do not have access to the internet, please contact the immunisation team who will complete a consent form with you over the phone.**

If you require further information regarding the vaccines we offer please go to our Immunisation website which has full details of our service: <https://www.northumbria.nhs.uk/our-services/childrens-services/immunisations>

If you have any queries regarding the online consent form or the Flu vaccine please contact the Northumbria healthcare School Aged Immunisation Team on 07814 791774.

Yours sincerely,

Northumbria Healthcare School Aged Immunisation Team

**If your child becomes wheezy or has their asthma medication increased after you have completed the online form, please contact the immunisation team on 07814 791774.** If you decide you do not want to vaccinate your child against flu, please complete the consent form giving the reason. This will help us plan and improve the service. **For further information see: [www.nhs.uk/child-flu](https://www.nhs.uk/child-flu)**

# Northumbria Healthcare Trust

## School Immunisation Team

### **School Information Pack**

<https://www.northumbria.nhs.uk/our-services/childrens-services/immunisations/>

## **Staff**

### **Northumberland Schools**

Telephone the office on 01916432871/69

### **North Tyneside Schools**

Telephone the Office on: 0191 2934397

### **Newcastle Schools**

Telephone the office on: 0191 2934261

Email: [imms.team@northumbria-healthcare.nhs.uk](mailto:imms.team@northumbria-healthcare.nhs.uk). PLEASE do not share this with families.

### **Immunisation Team Web link**

<https://www.northumbria.nhs.uk/our-services/childrens-services/immunisations/>

Immunisation is one of the most successful and cost effective health protection interventions and is 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 to protecting the population's health through both individual and herd immunity.

## Yearly Schedule

**Please note: this is not definitive and just gives you a basic idea as to when the campaigns will be delivered.**

**Every school has been allocated a Named Nurse, they will contact you in due course.**

**The immunisation team staff will contact school with specific dates nearer the time. You will always be given 2 dates – 1 for the first session and 1 for a catch up for those children absent or with late forms.**

Month	Vaccination	Potential extra vaccines
September	Flu – Reception – year 9 (up to yr 13 in special schools)	Covid 12-16 year olds
October	Flu – Reception – year 9 (up to yr 13 in special schools)	Covid 12-16 year olds
November	Flu – Reception – year 9 (up to yr 13 in special schools)	Covid 12-16 year olds
December	Flu – Reception – year 9 (up to yr 13 in special schools)	Covid 12-16 year olds
January	Td/IPV/Meningitis ACWY – year 9	
February	Td/IPV/Meningitis ACWY – year 9	
March	Td/IPV/Meningitis ACWY – year 9	
April	HPV Dose 1 year 8 HPV dose 2 Year 9	
May	HPV Dose 1 year 8 HPV dose 2 year 9	

June	HPV Dose 1 year 8 HPV dose 2 year 9	
July	HPV Dose 1 year 8 HPV dose 2 year 9	

As all schools aim to be a healthy school, which promotes the health and wellbeing of its pupils and staff and promotes and encourages learning and healthy lifestyle choices, immunisations are part of that public health process. We aim to work closely with each and every school, to ensure the smooth delivery of the immunisations with as little disruption to schools, staff and pupils as possible.

Under the new GDPR regulations, NHCT staff follow all relevant policies and procedures, to ensure all data gathered on the class lists are used correctly and then disposed of according to our IG policies and procedures. We understand that you LEA GDPR allow schools to share information with health professionals as this is in the interest of the child's health. Having this information allows the immunisation nurses to check immunisation status of the children and also allows them to contact parents and complete a form over the telephone, if consent forms have not been returned to school. It also allows us to share with schools on the day, which children are to be brought to the sessions for their vaccinations, resulting in as little disruption to the school day as possible. [Appendix 1](#)

## **Planning, Preparation and Delivery (all campaigns)**

School will be contacted via email /telephone to confirm cohort numbers and a date to come into school to deliver immunisation programme.

As you can appreciate, we deliver the immunisation programme into all schools in North Tyneside, Newcastle and Northumberland. It takes a great deal of planning and we have a set time period to deliver the immunisations to the young people. We would really appreciate it if you could confirm your dates with us as soon after we contact you as possible. Due to the high number of schools we visit, it is very difficult to change dates once they have been agreed with you, but, if possible, we will try and accommodate any changes, but I cannot guarantee this.

The immunisation nurses would also like to come and deliver assemblies or classroom lessons to the pupils prior to the start of the immunisation sessions, to inform the children, young people and staff as to why and what the campaigns involve.

Letters, consent forms and leaflets will be delivered to school and a risk assessment of the room we will be using will be carried out. [Appendix 2](#)

A date will be arranged to collect the completed consent forms and class list (name, date of birth, telephone number and address) at this time.

The Trust has procured a new e-consent solution. We will liaise closely with you as this is rolled out.

The Health Protection Agency (PHE) are requesting data to be collected that show that vulnerable groups are being targeted and vaccinated nation-wide. As a result of this, we will be working closely with you to gather data numbers about the number of Asylum Seekers, Black and Ethnic Minorities, Muslims, Looked after children and Traveller children in your school. We hope to gather this data from the consent forms we receive, but this is not always possible. In the event that we cannot collect this data, we would ask that you could share the numbers present

in each class and we will ask the staff, after each class has been immunised, to inform us as to how many of those children in the categories above have been vaccinated. We do not need the names of these children, just the number in school and the number we have vaccinated.

If school could send out a text reminder to parents to encourage a swift return of all consent forms –consent and non-consent should be returned - this would be very helpful.

We now produce League Tables for the return of all consent forms as well as the number of children vaccinated in school. This data will be shared with each Local Authority as well as the school.

Staff will not give a vaccine when a consent form is returned on the day of immunisation if the form is incomplete or needs checking against the child's health records. These children will be caught up in school during the second visit to school, or at one of our community clinics.

Staff will arrive in school between 9:00 – 10:00am and proceed to prepare the room and draw up the vaccinations. They will aim to start vaccinating the young people between 09:30-10:00am, depending on the campaign we are delivering and the distance of school from the office. Please see [Appendix 3](#) for the room set up. We would be very grateful if this could be set up before we arrive.

We will need 1 member of school staff to hand out the consent forms and to manage the students during the session; this is a safety recommendation as school staff know who the young people are. It should take 10 – 30 minutes to immunise each class of 30, depending on the vaccinations we give and as long as there are not any issues with the students needing longer time with the nurses to receive their immunisation. Please see [Appendix 4](#)

In order for us to work collaboratively, there is a template attached, for you to complete and return to the team, to stream line and timetable your children for their vaccination, in conjunction with Appendix 4. The immunisation team staff will also support you with this planning. Please see [Appendix 5](#)

If students are unwell, the immunisation nurses will initially tend to them, but once they improve they will need to be managed by your first aider.

Once the session is finished, staff will do their final checks and clear up the equipment. They need to remain in school for approximately 15 minutes after the last immunisation.

All information about the immunisations can be found on our website. Could you please share this link with your students / families via your communication portal?

<https://www.northumbria.nhs.uk/our-services/childrens-services/immunisations/>



## **Immunisation Campaigns**

**Flu:** Reception – Year 9 children and Reception to Year 13 in Special Schools- {as identified by The Health Protection Agency - PHE}  
(September -December)

In the summer term we begin the organisation of the flu campaign for the following school year.

In June, schools will be contacted for the expected cohort numbers for the following school year, this is so we can order the correct numbers of consent forms. As the e-consent solution is rolled out, we will just require class lists, as discussed in the beginning of this pack.

Towards the end of the summer term schools will be offered a date for the immunisation session to take place. Once this is confirmed, it is very difficult to rearrange due to the volume of schools and pupils we vaccinate against flu, but we will try and work together to ensure suitable dates where possible.

Staff will arrive in school around 09:00 – 10:00am, with an aim to start between 09:30 – 10:30, depending on travel time for the staff .

**DTP & Meningitis ACWY** (January - March) Year 9 students

Staff will arrive in school around 09:00 – 10:00am, with an aim to start between 09:30 – 10:30, depending on travel time for the staff.

**HPV** Dose 1 to year 8 and dose 2 to year 9 pupils

Staff will arrive in school around 09:00 – 10:00am, with an aim to start between 09:30 – 10:30, depending on travel time from the office.

## Appendix 1



UKHSANHSEI 2022  
GDPR letter Final (1)

## Appendix 2



Risk Assessment for  
schools.xlsx

## Appendix 3



school hall  
layout.xlsx

## Appendix 4



vaccine delivery  
times.xlsx

## Appendix 5



School Timetable  
template 2022.docx

