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| Annual Secondary School Immunisation Program |
| Annual Agreement for Local Council and Secondary School |

Contents

The purpose of this agreement is to acknowledge the roles and responsibilities between schools and local councils to deliver the Secondary School Immunisation Program.

# **Agreement**

Local council immunisation service

|  |
| --- |
| Name |
| Phone |
| Email |

and

|  |
| --- |
| **Secondary School**School name  |
| Campus (if applicable) |
| Phone |
| Email |

## Signature

I have read and understood the Secondary School Immunisation Program Agreement and confirm that:

* the allocated vaccination dates are suitable, and
* all necessary arrangements will be put into place in accordance with the vaccination area checklist attached at the end of this agreement.

|  |  |  |
| --- | --- | --- |
| **School principal** |  | **School immunisation coordinator** |
| Name |  | Name |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |
|  |  |  |
| **Local council immunisation service** |  |
| Name |  |
|  |  |
| Signature |  |
|  |  |
| Date |  |
|  |  |

# Secondary School Immunisation Program

## Important information for Victorian secondary schools

The Secondary School Immunisation Program offers free vaccinations for Year 7 and Year 10 students annually. These vaccines provide protection against:

#### Year 7 students:

* Diphtheria-tetanus-whooping cough (pertussis) - one injection
* Human papillomavirus (HPV) – two injections spaced by a minimum six months

#### Year 10 students:

* Meningococcal A, C, W, Y – one injection

## Roles and Responsibilities

### Local councils

Local government councils (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.

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

**Table 1: Immunisation provider’s roles and responsibilities**

|  |  |  |
| --- | --- | --- |
| **Coordinate** | **Consent** | **Service delivery** |
| * Initiate contact with schools
* Provide schools with Council’s email contact details
* Negotiate agreement with schools
* Deliver consent forms and resources for schools to distribute
* Collect consent forms from the school prior to vaccination day
* Ensure consent forms are stored securely
* Maintain collaboration with schools
 | * Review consent forms for completeness and eligibility
* Follow up non-returned, incomplete or incorrectly completed consent forms
* Obtain on-the-spot telephone consent from parent or guardians where appropriate (nurse immunisers only)
 | * Ensure students are eligible to receive vaccines on the day
* Ensure consent forms are stored and transported securely
* Deliver the vaccine(s) on vaccine day
* Monitor students for a minimum 15 minutes after vaccination
* Manage with adverse reactions to vaccine(s), including immediately informing the school immunisation coordinator of any such reactions
* Inform the school immunisation coordinator of any incidents occurring during immunisation day, including those reported after immunisation day Follow up students who have missed vaccine(s)
* Record and analyse immunisation data
* Report immunisation data to the Australian Immunisation Register and the Victorian Department of Health and Human Services
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### Secondary Schools

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| DET, Policy and Advisory Library (PAL): Supporting the Victorian Secondary School Vaccine ProgramSecondary 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 vaccine program.In particular, 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/Api/downloadmedia/%7B8B85A4AC-C1EF-43FA-BCDD-CD1E02BBC944%7D) regarding the program
* ensure the school immunisation coordinator liaises with the local council immunisation officer in the local municipality
* support the distribution and collection of all vaccine consent forms and obtain completed forms from parents and guardians
* make use [of immunisation resources for secondary schools available from the Department of Health and Human Services](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) and your local council 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)See: <https://www2.education.vic.gov.au/pal/immunisation/policy> |

### What do schools need to do?

There are three key steps for schools to action at the commencement of the school year:

1. School Immunisation co-ordinator to read and be familiar with instructions in the [*Annual Secondary School Immunisation Program Guide for Schools*](https://www2.health.vic.gov.au/Api/downloadmedia/%7B54C0DACD-F1A7-412E-9E74-8913E60E1653%7D) available from the health.vic website downloads section at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school>
2. **Send a collection statement to parents/guardians** that informs them that their contact details will be transferred to local council unless they request otherwise.
3. **Transfer contact details data to local council.** Resources to make this quick and easy, including a data extraction tool to make the transfer of data simple, quick and secure, are available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school>

### What information goes to local council?

Schools provide the following basic information to local council:

* Student name, gender, date of birth, year level, class, language(s) spoken at home
* Parent/guardian names, phone numbers, email and postal addresses

The Public Health and Wellbeing Regulations 2019 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 and Training policy and advisory library.](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 reduce the administrative burden on school staff to follow-up consent forms
* To ensure all Year 7 and Year 10 students are offered the opportunity to access free vaccinations at school.
* To reduce the time required by councils to manually enter data obtained from returned consent forms into their vaccination database system.

### Further information for schools

Go to the [DHHS website](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) to access:

* Collection Statement to be issued to all parents/guardians of students in Year 7 during the first week of Term One, annually
* Sample newsletter article about the secondary school vaccine program (Word document)
* Translated vaccination information and consent forms
* A range of immunisation resources to assist in the coordination of the Secondary School Immunisation Program

## Appendix 1 – Vaccination area checklist

|  |  |  |
| --- | --- | --- |
| **Does / will the vaccination area have:** | **Yes** | **No** |
| A place for students to wait that is suitable for all weather conditions, and where they can’t see the vaccinations being administered? | ☐ | ☐ |
| Separate entry to and exit from the vaccination area? | ☐ | ☐ |
| A ‘checkpoint’ table or station where the immunisation provider can record student’s attendance is recorded 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? | ☐ | ☐ |
| Gym mats for students to lie down on if they feel faint during or following vaccination? | ☐ | ☐ |
| Enough school staff to supervise the students before vaccination and for 15 minutes immediately following vaccination? | ☐ | ☐ |
| Enough tables and chairs (for administration, the Nurse Immunisers and the students being vaccinated)? | ☐ | ☐ |
| Integration aides accompanying students with special needs? | ☐ | ☐ |
| Adequate lighting? | ☐ | ☐ |
| Adequate heating / cooling? | ☐ | ☐ |
| Hand washing facilities within easy reach? | ☐ | ☐ |
| Power points? | ☐ | ☐ |

## The ideal vaccination area is:

* on the ground floor
* away from stairs
* in an area with mobile phone reception or within easy reach of a landline phone
* spacious and free of clutter
* quiet

If you have any concerns about the availability of items in this check-list please discuss them with your local council immunisation coordinator.

## Appendix 2 – School vaccination day timetable & enrolment figures

| Date of session | Year/class/group | Vaccine | Arrival time of immunisation team | Vaccination commences |
| --- | --- | --- | --- | --- |
| \_\_\_/\_\_\_\_/\_\_\_\_\_ |  |  | \_\_:\_\_am/pm | \_\_:\_\_am/pm |
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## School enrolments

|  |  |
| --- | --- |
| Year Level | Enrolments for this year |
| Year 7 |  |
| Year 10  |  |
| **Total students** |  |

## Appendix 3 – School’s consent form return rates

# (Information provided by your local council immunisation service)

Schools distribute and collect consent card booklets to and from parents/guardians. All students must return their consent form regardless of the parent/guardian’s decision to grant or deny consent.

The goal is to ensure 100% consent form are returned, ensuring all Year 7 and Year 10 students have been offered the opportunity to receive free vaccinations at school.

|  |  |
| --- | --- |
| Vaccine | Consent form Return Rate |
| This year  | Last year | Two years ago |
| HPV (human papillomavirus) vaccine | \_\_\_\_% | \_\_\_\_% | \_\_\_\_% |
| Diphtheria-tetanus-whooping cough (pertussis) combined vaccine | \_\_\_\_% | \_\_\_\_% | \_\_\_\_% |
| Meningococcal A,C,W,Y vaccine | \_\_\_\_% | \_\_\_\_% | \_\_\_\_% |

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