

**National COVID-19  
Vaccination Programme for  
12 to 15 year olds  
(***VARNDEAN SCHOOL***)**

**CONFIRMED DATE OF COVID-19  
VACCINATION EVENT  
28<sup>TH</sup> JANUARY 2022**

Email [SC-TR.covidimms4schools@nhs.net](mailto:SC-TR.covidimms4schools@nhs.net) for any queries regarding these dates.

## **RE: COVID-19 Vaccination Programme for 12 to 15 year olds.**

The confirmed vaccination dates for your school are documented on the front page of this booklet. We ask that you notify school staff, parents and students of the dates for the vaccination sessions at your school.

The COVID-19 Immunisation Service will administer COVID-19 Vaccinations to children aged 12-15.

**If your COVID-19 session is running simultaneously with another vaccination programme your school will need to provide two separate spaces to allow this to happen. Your students will need to attend the separate vaccinations at different times of the day if they are having both vaccinations.**

### **Access to the e-consent system, Cinnamon.**

Your school should have previously received instructions on how to register for access to the e-consent system, Cinnamon. Your school will have limited access to the online system, enabling you to see who has returned a consent form and who to bring down to the vaccination session on the day.

The log in details for your school will allow you to access the system for all of our school based vaccination programmes.

### **Consent forms**

Prior to your vaccination session, you will receive an email containing information regarding the vaccination and instructions on how parents/guardians can complete a consent form online. Please share this electronically to the parents/guardians aged 12 to 15 only.

On the day of the session, our team will request access to your school Wi-Fi to enable us to view the consent forms. Please inform them of the password when they arrive. If this is likely to be an issue, please contact us in advance of our visit.

### **GDPR and Sharing Information**

We ask that on the day of visit you provide the clinical lead visiting the school a class list containing forename, surname, gender and date of birth for students on roll aged 12 to 15.

Information relating to your students is held by Sussex Community NHS Foundation Trust (SCFT) as a data controller in accordance with GDPR. The legal gateway for sharing identifiable information with SCFT is in articles 6.1 & 9.2 of the legislation. Your local authority regularly shares information with SCFT in accordance with the above. As a data controller, SCFT processes all personal data to ensure compliance with data protection legislation and is required to keep records securely and confidentially in accordance with the *Record Keeping Code of Practice for Health and Social Care* (2016) and other legal requirements as necessary.

### **Check List and security agreement**

Enclosed is a check list as a reminder of the steps your school should take in order to achieve the best possible uptake and help you to prepare for our visit.

Due to an increase in harassment of NHS Immunisation staff we have also enclosed a security agreement to be returned to us. This is to minimise the risk of any disruption to our planned vaccination date. Please return this to [sc-tr.covidimms4schools@nhs.net](mailto:sc-tr.covidimms4schools@nhs.net) prior to our visit.

Due to the short timeframes for COVID-19 Immunisations it may be necessary to run this programme at the same time as other vaccinations. We will therefore need to have separate spaces and the support of your staff to achieve this. **However, due to a change in national guidance for COVID-19 Vaccinations, we no longer require students to be clinically observed for 15 minutes after their vaccination.**

We are most grateful for your support and co-operation as we once again undertake this important immunisation programme over the coming months. If you require any further information, please do not hesitate to contact us.

Yours Sincerely

Vaccination Project Coordinator (COVID-19)

01293 227 797

[SC-TR.covidimms4schools@nhs.net](mailto:SC-TR.covidimms4schools@nhs.net)

# School COVID-19 Vaccination Checklist

- Please remind students to wear a short sleeved top and eat breakfast on the day of vaccination.

| BEFORE SESSION AND DAY OF SESSION   |                          |   |
|---|--------------------------|---|
| ACTIONS   | ✓                        | NOTES   |
| Complete the Security Agreement PRIOR to visit, and ensure where answered NO mitigations have been agreed with the school immunisation team   | <input type="checkbox"/> | <i>This is included in your pack or has been emailed to you. Due to an increase in anti-vaccination disruption and harassment of NHS Immunisation staff, this agreement is required to support keeping all our staff safe whilst on school premises</i>                     |
| Confirm receipt of electronic consent letter for parents by emailing <a href="mailto:sc-tr.covidimms4schools@nhs.net">sc-tr.covidimms4schools@nhs.net</a>   | <input type="checkbox"/> |   |
| On day provide clinical lead with class list of names and date of births  | <input type="checkbox"/> | <i>This is a failsafe to ensure children who have been consented are correctly identified.</i>  |
| Identify and book suitable room(s) for the vaccination programmes on the date (if not already done).  | <input type="checkbox"/> | <i>1 or 2 suitable rooms should be situated on the ground floor, with adequate space for staff<br/><br/>Crash mats and water with cups.<br/>Screens to provide privacy.</i>   |
| Email Parent letter out to parent/guardians of <b>aged 12 to 15 only</b> as soon as you receive it.   | <input type="checkbox"/> | <i>Please use the wording provided when emailing to parents, alongside the consent packs. Consent forms must be submitted by 11am 2 working days before your vaccination session.</i>   |
| Check 'Immunisation list' on Cinnamon 24 hours before the session.  |                          | <i>Clarify access.<br/><br/>This list will show you who needs to attend the session. The list can change daily, therefore, the team may ask to see some additional students on the day.</i>   |
| Designate a staff member to bring pupils to and from <u>each</u> of the vaccination sessions.   | <input type="checkbox"/> | <i>To liaise with the lead nurses on the day of the session to advise of break times, number of students absent etc.</i>  |
| Advise the COVID-19 Immunisation Service of any parents who have withdrawn consent for vaccination.   | <input type="checkbox"/> | <i>Collect any letters, emails, telephone messages from parents about vaccination to give to the lead nurse on the day of vaccination.<br/><br/>We recommend that the school makes a record of all withdrawn consents to be cross referenced on the day of the session.</i> |
| AFTER VACCINATION SESSION   |                          |   |
| <ul style="list-style-type: none"> <li>● Where students with a completed consent form on Cinnamon have not been vaccinated, due to illness etc, parents will automatically receive an email from Cinnamon containing information on how to arrange an appointment with the COVID Immunisation team to receive the missed vaccination.</li> </ul> <p style="text-align: center;">Alternatively students can book a vaccination via the National Booking System on 119 or <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/</a></p> |                          |   |

# School Vaccination Security Agreement

- **Due to a recent increase in the harassment of NHS Immunisation staff, we require the return of this Security Agreement *before* NHS staff visit your premises.**
    - This agreement is designed to keep staff and students safe.
    - Once completed please email to [sc-tr.covidimms4schools@nhs.net](mailto:sc-tr.covidimms4schools@nhs.net)
  - Staff have been advised when in public to keep NHS uniform covered and only show identification to authorised persons upon request/arrival. If you require staff to wear ID throughout their visit we ask you to provide 'Visitor Passes' to staff once their identity has been confirmed.
- 
- **Name of School: VARNDEAN SCHOOL**

| NHS Staff Security Agreement  |                          |  |
|---|--------------------------|--|
| Requirement   | ✓                        | If not in place please provide additional information  |
| School agrees to share intelligence on any potential disruption to vaccination events with the immunisation team.   | <input type="checkbox"/> |  |
| Confirmation there is secure perimeter to the school which is not accessible to non-authorised persons once the school day starts.  | <input type="checkbox"/> |  |
| Parking for two or more vehicles inside the security perimeter of the premises for loading or unloading vaccines and required equipment.  | <input type="checkbox"/> | <i>Vehicles may be moved once equipment has been unloaded. Staff will not be permitted to carry equipment in public areas (e.g. from street parking) as may have been the case on previous visits.</i>   |
| Staff to be given immediate access to a secure/ staff-side area of the school upon arrival (from 8:00)  | <input type="checkbox"/> | <i>NHS Staff should be provided with access to a secure or 'staff side' area of the premises upon identification – staff will not be able to wait outside the premises until the start of the school day as may have been the case on previous visits</i>                      |
| A member of staff familiar with the school available to escort NHS immunisation staff from equipment vehicles to vaccination location   | <input type="checkbox"/> |  |
| Only children who have had parental consent provided in advance and school staff allowed into the identified vaccination area   | <input type="checkbox"/> | <i>Named lists of children for vaccination will be provided to the school in advance.<br/>Any children who want to be vaccinated but parents have declined, details can be shared with the Immunisation Service and we will discuss this after the event with the parents.</i> |
| Please provide the name and direct contact telephone number of a member of staff available on the day should any issues arise.  | <input type="checkbox"/> | Name:<br><br>Telephone number  |
| Please provide the name of a member of staff responsible for health, safety & security of the school with whom any highlighted security issues can be discussed with in advance of our visit. | <input type="checkbox"/> | Name:<br>Telephone number:   |

## **Joint Delivery of COVID-19 and routine Vaccinations**

### **Can COVID-19 vaccinations be given at the same time as other school based vaccinations?**

Yes, now more is known about these vaccines the guidance allows for them to be given together.

Official NHS guidance for clinicians delivering COVID-19 vaccinations states, "Where individuals in an eligible cohort present having recently received one or more inactivated or live vaccines, COVID-19 vaccination should still be given. The same applies for most other live and inactivated vaccines where COVID-19 vaccination has been received first or where an individual presents requiring two or more vaccines. It is generally better for vaccination to proceed and may be provided under this protocol, to avoid any further delay in protection."

### **Can we change our vaccination session date?**

If you have already confirmed a date we would ideally prefer to keep this date. This is due to the logistics required in planning schools, ordering vaccine and ensuring there is sufficient workforce available to deliver programmes.

### **Parents may be worried that multiple vaccines can overload the immune system, is this possible?**

No. The number of antigens (the part of the vaccine that works with the immune system) is less than the number given to babies in their primary immunisations. Evidence shows that giving several vaccines to a child simultaneously has no negative effect on their immune system. Every day children are exposed to several hundred foreign substances and these all trigger an immune response. Even something as simple as eating food introduces new antigens into the body and everyone has numerous bacteria living in their mouth and nose. Children are exposed to more antigens when they are exposed to the common cold than from a routine vaccine.

### **If you are delivering multiple vaccines how are you going to ensure that students only receive the vaccines they gave consent for?**

Consent for each vaccination programme is separate. Parents are provided with a letter relating to each vaccine offered, this contains a direct link to a specific vaccination consent form on Cinnamon. Separate letters are sent to the parents in order for them to consent for each vaccination. The parents must use their schools unique code for Cinnamon, which is also provided in the letter, to be able to complete and submit their consent form.

The parent can only consent to programmes which are happening in their school.

The schools have access to their own lists of students who have completed a consent form for each programme. Schools should use these to help them schedule their timetables for the vaccination sessions and ensure that only students with a positive consent for vaccination are scheduled to attend the sessions.

On the day the COVID-19 and routine vaccinations teams will have separate administrators. The team for each vaccine programme will only access the consent forms for the vaccine they are administering during the session.

Our standard operating processes have these 3 failsafe check points to ensure a child is in the correct queue for the correct vaccine.

A further failsafe is the administration of separate vaccines in distinct areas that you have provided.

### **Will children need to come to the hall/vaccination area twice?**

Yes. Children who have been consented for more than one vaccine will receive their COVID-19 vaccination at a different time, on the same day and in a different arm from the other vaccination.

**Recommended useful websites:**

Useful website to direct people to for vaccine information:

Vaccine Knowledge Project: <https://vk.ovg.ox.ac.uk/vk/>

Sussex Covid-19 Vaccination Programme: [www.sussexhealthandcare.uk](http://www.sussexhealthandcare.uk)

Sussex Immunisation Service Contact page: [www.susseximmunisations.co.uk/contact](http://www.susseximmunisations.co.uk/contact)

National Booking system for COVID-19 vaccinations. <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/>

Patient Information Leaflet [Comirnaty concentrate for dispersion for injection COVID-19 mRNA Vaccine \(nucleoside modified\) - Summary of Product Characteristics \(SmPC\) - \(emc\)\(medicines.org.uk\)](#)