

2018/19 School Flu Checklist		
Action Required	Member of staff responsible	Complete
Pre Session		
Consent forms are distributed to children when pack received in school via email or book bag		
Reminder text to parents sent to complete online consent form or return paper consent forms to school		
Assist any parent/ carers who may need support to complete the consent form		
Forms are collected back and held in office until the day of the vaccination session		
Add flu session date and immunisation service webpage link on school website https://www.glos-care.nhs.uk/our-services/children-young-people/immunisation		
School staff allocated to accompany children to aid identification on day of session. In addition you may also want to use an ID slip, stickers or photograph of the child.		
On the day of the session		
Class lists are available for the nurses on arrival at the session		
Nursing staff are made aware of any information that parents have communicated to schools e.g. withdrawal, health changes.		
School staff accompany children to aid identification on day of session		
Suitable area available for nursing staff with access to hand washing facilities		
Tables and chairs available for nursing staff		
Certificates for those children vaccinated are distributed before the children return home		
Letters for those children who may have been absent on the day are distributed		
Provide tissues in each classroom in case any child has a runny nose after session		
Post session		
Snap Monkey survey feedback is completed		

