**September, October, November of the previous year**

* Decide on a School Immunisation Co-ordinator/Champion for the following year
* The PHU/ CHC will be in touch to book dates for the school vaccination clinics in the following year (some PHUs/ CHCs will contact schools early in term one)
* Book a suitable venue for vaccinations within your school and inform all staff
* Mark the dates on a universal school calendar.

Appendix A: Suggested checklist

NSW Health School Vaccination Program: User Guide for Schools

**January onwards**

* PHU/ CHC SVP coordinators will send the school program resources including “*Parent Information Consent Packs,”* “School Vaccination” flyers and “School Vaccination - Information for Students” flyers.

**January – November**

* School Vaccination Program commences in the schools in February
* Send information about the school vaccination program, vaccines and scheduled clinic dates to Year 7 and Year 10 parents via an email **and a** newsletter article as per advice from your local PHU/CHC SVP coordinator.
* Where required, distribute paper-based parent information consent packs to Year 7 and Year 10 parents and carers. Be sure to nominate a date when consents are due back to the school to allow time for the School Coordinator to check forms for completeness. Treat completed consent cards as confidential and store them in a secure place for the first clinic day.
* Distribute the paper-based school vaccination flyer provided by PHUs/CHCs to parents. A digital copy is available in (Appendix C).

**1 month prior to each visit**

* Arrange to have school staff assist you on the vaccination day
* Confirm the venue is still available
* Confirm the dates are still okay with the various year groups needing vaccination
* Include the newsletter item to inform parents and students about the upcoming vaccination clinic at the school (Appendix B).
* Where required, distribute paper-based parent information consent packs to Year 7 and Year 10 parents and carers.

**2 weeks prior to each visit**

* Inform Year 7 and Year 10 students that forms must be returned to designated teacher/place.
* Chase up any outstanding consent forms

**1 week prior to each visit**

* Distribute the paper-based “School Vaccination -Student Information” flyer. This will help inform students about what to eat, wear and expect on vaccination day. A digital copy is available in (Appendix D).
* Chase up outstanding consent forms. Check if parents are still planning to return paper consent forms.
* Send a repeat reminder for parents to complete online consent, by visiting the School Vaccination Program online consent portal (<https://engage.health.nsw.gov.au/engage>).

**3 days prior to each visit**

* Final reminder to students that forms must be back, or parents must have completed online.
* Count the number of (paper) consent forms to let PHU/CHC SVP coordinator know number of paper consents held at school, if not collected prior to SVP clinic.

**1 day prior to each visit**

* Ensure the room is ready with desks, chairs, screens, water, paper/foam cups and gym mats (if no carpet).
* Consent forms need to be organised in alphabetical order by class, ready to hand back to students by a school staff member before they proceed to the nurse.