

NSW Health School Vaccination Program

A guide for schools

www.health.nsw.gov.au



This guide outlines all you need to know to facilitate a successful vaccination clinic at your school, including what you need to do before, during and after the vaccination clinic.

Included in the pack is information for students about school vaccination, sample messages for school newsletters, a copy of the parent flyer for distribution to parents and tips for coordinating clinics.

These resources will assist you to inform your school community about this important public health program that offers protection for individuals and our community from vaccine preventable diseases.

NSW Ministry of Health

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About the NSW School Vaccination Program (SVP)

NSW Health works in partnership with schools to offer the vaccines recommended and funded for adolescents under the National Immunisation Program in a school-based vaccination program.

Vaccination will only be provided at school if a parent/guardian consent has been received.

Year 7
Human papillomavirus (HPV) vaccine
Single dose
This vaccine is important as it protects against HPV-related cancers and illnesses that can affect everyone.
The vaccine is given to the Year 7 age group because it provides the best immune response and maximises protection against infection.
Diphtheria, tetanus, and pertussis (whooping cough), (dTpa) vaccine
Single dose
This vaccine protects against three illnesses – diphtheria, tetanus and pertussis, also known as whooping cough.
Students usually have a dose of diphtheria, tetanus and whopping cough vaccine prior to starting school at 4-5yrs of age.
The Year 7 dTpa vaccine dose is an adolescent booster. It is very important to boost protection against whooping cough and tetanus protection, as this immunity wanes over time.
Year 10
Meningococcal ACWY vaccine
Single dose
This vaccine is important as it protects against four types of meningococcal bacteria, which cause serious disease that can quickly become life-threatening.

Preparing for the vaccination clinic at your school

Contact with the Public Health Unit or Community Health Centre

- A member of the public health unit (PHU) or community health centre (CHC) vaccination team will contact you to arrange suitable dates for the SVP to take place in your school. Please be aware the vaccination team will be visiting many schools and will need your assistance to set firm dates for clinics.
- Please nominate a staff member as the primary contact for the vaccination team and provide the contact details for this person to the vaccination team. The vaccination team will then liaise with this staff member about conducting the program including organising dates, what time is required to vaccinate the students (particularly large numbers), distribution of digital consent information or paper-based consent materials, and requirements and procedures for vaccination sessions.
- Ongoing communication between your school's primary contact and the vaccination team is important to minimise disruption to the school and to streamline the vaccination sessions.
- If you require extra paper consent packs, please notify your local PHU/CHC school immunisation team by calling 1300 066 055.
- Read the '**During the vaccination clinic**' section so you can arrange relevant equipment and know what to expect on the day.
- Review the suggested checklist for planning of a vaccination clinic at your school (Appendix A).

Scheduling the vaccination clinic dates

- Arrange vaccination times so that they are not scheduled on days with excursions or sport events or exam sessions.
- When the dates for the vaccination clinic have been scheduled, please advise all relevant staff and schedule the dates into the school community calendar.
- If the date is changed, relevant staff and the school community calendar should be updated.
- If the clinic date changes, inform parents, legal guardians or authorised persons as soon as possible.

Communicating the vaccination clinic dates

- Please inform the appropriate class teachers of the time, date and place of the vaccination clinic.
- Include an article in your school newsletter and an email to parents/carers of Year 7 and Year 10 students outlining the vaccination clinic date and details, and instructions about how to give consent (sample article included – see <u>Appendix B</u>).
- Breakfast discuss with the students prior to the clinic and promote in the newsletter the importance of having breakfast on vaccination day to help avoid students fainting. Students will be asked questions by the nurses and may be asked to have some sustenance before their vaccination will be given.
- Students are encouraged to drink plenty of (non-caffeinated) fluids, especially in hot weather.

Communicating vaccination information to parents and carers

Distribute the parent information **as soon as it is received and as early as possible.** This will allow parents time to digest the information and return the consent forms. Please ensure that any special education students also receive the information packs. Example timeline below.

Commencement of the term

- Use the "Sample School Newsletter Draft Template" (Appendix B) to send information to parents. Both an email **and** a newsletter update to parents/carers of Year 7 and Year 10 students is recommended.
- To complete online consent Parents will need to visit the <u>School Vaccination Program online</u> <u>consent portal</u> (<u>https://engage.health.nsw.gov.au/engage</u>).
- For detailed steps on how to provide consent, please refer parents to the NSW Health webpage:
 - How to Provide Consent (<u>https://www.health.nsw.gov.au/immunisation/Pages/online-</u> consent-school-vaccination.aspx).
- Social media tiles for use in school communication resources are available for in (Appendix E).

Four weeks before the clinic

• Send a repeat reminder for parents to complete online consent, by visiting the School Vaccination Program online consent portal (<u>https://engage.health.nsw.gov.au/engage</u>).

Two weeks before the clinic

• Distribute the paper-based "*School Vaccination Flyer*" to parents. Printed copies will have been provided by the PHU. A digital copy is available in <u>Appendix C</u> for email and local printing.

One week before the clinic

- Send a repeat reminder for parents to complete online consent, by visiting the School Vaccination Program online consent portal (<u>https://engage.health.nsw.gov.au/engage</u>).
- Distribute the paper-based "*School Vaccination- information for Students*" flyer. This will help inform students about what to eat, wear and expect on vaccination day. A digital copy is available in (<u>Appendix D</u>) for email and local printing.

Parental and carer consent

Vaccination will only be provided at school if consent has been received.

To complete online consent parents/carers need to visit the <u>School Vaccination Program online</u> <u>consent portal (https://engage.health.nsw.gov.au/engage</u>).

For detailed steps on how to provide consent please refer to the NSW Health webpage How to Provide Consent (<u>https://www.health.nsw.gov.au/immunisation/Pages/online-consent-school-vaccination.aspx</u>).

For online consent parents/carers will need:

- their ServiceNSW log-in details, or to create an account with **ServiceNSW** if they don't already have one
- Medicare details for parents/carers and their child.

Benefits of online consent for parents/carers:

- SMS notification three days before the clinic to remind parents of the vaccination day
- SMS notifications on the day once vaccinations are given
- easy updating of their child's details online
- faster upload of their child's vaccination records to the Australian Immunisation Register (AIR).

Consent resources

Hard copy Parent Information Consent Packs (which includes the Year 7 and Year 10 NSW School Vaccination Program, Important information 2025)

(<u>https://www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx</u>) are available and can be given to students where parents/carers cannot/prefer not to provide online consent, including parents/carers or students who do not have a Medicare card or internet access (school staff will still need to collect signed printed consent forms and return them to the school vaccination team).

Parents from non-English speaking backgrounds can access resources translated in 27 languages at <u>https://www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx</u>

Parents, students and schools can watch <u>https://vimeo.com/877304083/da667f7044</u> to learn more about the NSW School Vaccination Program.

To complete online consent for school vaccinations parent, visit the School Vaccination Program online consent portal (https://engage.health.nsw.gov.au/engage)Detailed information on how to provide consent is available for parents on the NSW Health webpage please visit: https://www.health.nsw.gov.au/immunisation/Pages/online-consent-school-vaccination.aspx

Alternatively, a step-by-step guide on how to provide consent is available on the NSW Health webpage, please visit <u>https://www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx</u>

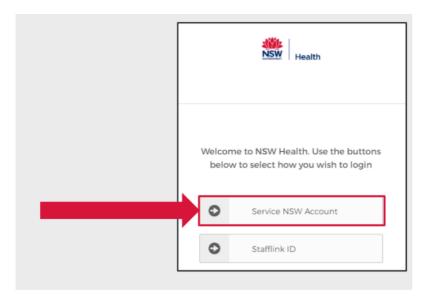
Translated guides are available in <u>Arabic</u>, <u>Korean</u>, <u>Simplified Chinese</u>, <u>Traditional Chinese</u>, <u>Vietnamese</u>.

Parent and carer online consent platform

When parents/guardians first log into the online consent platform it should look like the images below:



From the NSW Health link, select **Service NSW Account**. The ServiceNSW Account Log in page will display.



- 1. Note: If parents do not have a Service NSW account, they can visit MyServiceNSW to register.
- 2. In the Log in screen, parents will need to type in their ServiceNSW account details:
 - a. Enter your **Email**
 - b. Enter your Password
 - c. Select Continue

	MyService Service	
	Log in	
	Email	_
a	Jeammarie.Cameron@example.com	
	Password	_
b	Show	
	Reset password	
0	Continue	

Consent forms

- Paper consent forms that are provided late (the week of the clinic), should be kept until the day of the school immunisation clinic and given to the vaccination team.
- Parental consent is required for students to receive routine vaccinations at school. Consent can be provided at any time during the school year and on the day of the clinic by phone. Schools are requested to bring all students from the year cohort down to the clinic in stages.
- Authorised nurse immunisers may obtain verbal phone consent from the parent if a student indicates that their parent would like them to be vaccinated. Alternatively, the nurse may give the student a paper-based consent form for parents to complete and return. The completed consent form will be kept until the date of the next school vaccination clinic.

Withdrawing consent

- Parents can withdraw consent before the vaccination clinic.
- Parents who provide consent online can log-in to the secure NSW Health portal and follow the prompts to withdraw consent.
- Parents who provide consent on a hard copy consent form and parents who wish to withdraw consent within 24 hours of a clinic, will need to contact the school directly. Parents will need to write to or call the school to advise the student's name, school grade and those vaccines the withdrawn consent applies to.
- Schools are recommended to use the "Proforma for schools to provide written notification to the Director, Public Health Unit, of any withdrawals of consent from NSW School Vaccination Program" (Appendix F).

During the vaccination clinic

General preparations

- The vaccination team will report to the front office/reception for sign-in at a pre-arranged time to set up and conduct the clinic in your school (usually between 0830 and 0900 am). The team will bring all clinical supplies and consumables required to vaccinate students and will take all items with them when they leave.
- The vaccination team will need:
 - a well-lit and ventilated room (one large room, larger than a classroom with separate entry and exit, preferably on the ground floor so students are not required to walk up or down stairs to return to the classroom). It is the responsibility of the school to provide an appropriate room
 - screens or some other method to assist with ensuring privacy
 - 2 mats, such as gym mats for students who may feel faint and need to lie down
 - a desk and 2 chairs for each workstation (one chair for the nurse and one chair for the student). A member of the school vaccination team will contact your school in advance to advise on the number of workstations
 - an 'emergency' area separated from the 'recovery' area which is easily accessible and relatively private (e.g. First aid room or sick bay)
 - hand washing facilities close by.

Helping the vaccination team

To ensure everything runs smoothly, the vaccination team will need:

- staff member/s to bring students to the vaccinating area
- to reduce anxiety, minimise queuing by bringing one class at a time
- if schools are aware of particularly anxious students, liaise with the Team Leader to vaccinate these students before the main clinic session starts
- distractions such as music, movies or books can help relieve student anxiety pre and post vaccination
- staff member/s to supervise the students in the recovery area on the day. Students need to remain seated in the recovery area for 15 minutes after their vaccination. This staff member does not need any special training
- the recovery area should be close to the clinic so that the vaccination team can easily and quickly respond
- the exit route from the recovery area should be located away from the waiting area where others may still be queuing for their vaccination.

Taking care of students in the recovery area

- Students will be asked to sit in the 'recovery' area for a minimum of 15 minutes following vaccination.
- Once the observation period is over, students may return to their scheduled activities. Ideally, a staff member should accompany students away from the clinic area.

If students feel unwell after vaccination

- If a student feels faint or nauseous, lay them down flat in a cool area, give them a drink of cold water and advise the vaccination team.
- If a student is experiencing some discomfort at the site of the injection, apply a cold cloth or ice
 pack to the injection site.
- If necessary, seek medical attention (as per your routine school procedures) or call the NSW Ambulance Service by dialling 000 and then contact the parent or legal guardian.

After the vaccination clinic

The vaccination team are specially trained to deal with all emergencies. The vaccination team will remain at your school for at least 15 minutes after the last student has been vaccinated and will ensure all vaccinated students have not experienced an adverse event following immunisation prior to departing. A contact phone number for the vaccination team will be left with the school.

Students who missed the vaccination clinic

Parents of students who have completed consent but missed vaccination throughout the year will be sent a notification. The notification will advise parents their child was not vaccinated.

Every effort will be made to vaccinate students who have completed consent but missed vaccination throughout the year at subsequent school clinics. Where this is possible, parents will be advised of arrangements for catch-up vaccinations.

Where PHU/CHC school immunisation teams have capacity, catch up clinics will be conducted in Year 8 and Year 11 for all the consents submitted the year before. Alternatively, free catch-up vaccines are available through local general practitioners (GPs), pharmacist immunisers and Aboriginal Medical Services (AMS). Please note the GP may charge a consultation fee.

RESOURCES

Appendix A: Suggested checklist

This is an example of a checklist, please discuss with your local PHU/CHC SVP coordinator.

September, October, November of the previous year:

- decide on a School Immunisation Co-ordinator/Champion for the following year
- the PHU/ CHC SVP coordinator will be in touch to book dates for the school vaccination clinics in the following year (depending on local processes 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.

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 schools from 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 (<u>Appendix D</u>).
- 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 (<u>https://engage.health.nsw.gov.au/engage</u>).

3 days prior to each visit

Final reminder to students that forms must be back, or parents must have completed online consent.

□ 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.

Appendix B: Sample school newsletter schools to send to parents

In 2025 the following vaccines will be offered:

In Year 7, students are offered free vaccines for diphtheria-tetanus-pertussis (whooping cough), (dTpa) and human papillomavirus (HPV). In Year 10, students are offered the meningococcal ACWY vaccine.

Vaccination will only be provided at school if consent has been received.

If your child is in Year 7 or Year 10, you can give consent online for their routine school vaccinations.

How to Provide Consent:

- 1. To complete online consent for your child's school vaccinations, visit the <u>School Vaccination</u> <u>Program online consent portal</u> (<u>https://engage.health.nsw.gov.au/engage</u>)
- 2. For detailed steps on how to provide consent, please refer to the NSW Health webpage <u>How to Provide Consent</u> (<u>https://www.health.nsw.gov.au/immunisation/Pages/online-consent-school-vaccination.aspx</u>).
- 3. Follow the steps to log in to your existing ServiceNSW account. This is the same account you may already use to renew your driver's licence. If you don't have a ServiceNSW account, refer to <u>https://www.service.nsw.gov.au/services/myservicensw-account/how-to-create-an-account</u> to create one.
- 4. Update or confirm your personal details in ServiceNSW as required.
- 5. Complete the School Vaccination Consent Form for your child/ren. You will need to:
 - a. Enter your child's personal details
 - b. Provide the Medicare card details for you and your child
 - c. Read the linked Parent Information Sheet and privacy statement. Translations are available in 28 languages please refer to the NSW Health webpage https://www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.
 - d. Provide consent.

If you or your child do not have a Medicare card, internet access or you are unable to complete the online consent, ask your child's school for a paper consent form.

The benefits of providing consent online:

- SMS notification three days before the clinic to remind you of the vaccination day
- easily update your child's details
- receive SMS and/or email notifications when vaccinations are given
- faster upload of vaccination records to the Australian Immunisation Register (AIR).

For more information on routine school vaccinations, please visit **www.health.nsw.gov.au/schoolvaccination**.

If you require information in your language, please visit www.health.nsw.gov.au/immunisation/Pages/school vaccination language.aspx Appendix C: School vaccination flyer - copy for distribution to parents



School vaccination information for students



Vaccination is a simple and clever way to protect you from serious diseases now and later in your life. It also protects your friends and family by helping stop the spread of disease.

What to expect

Before vaccination day

Don't miss out on these free vaccines! Remind your parent or carer to complete the online consent form at <u>https://engage.health.nsw.gov.au/engage</u>, or ask your school for a paper consent form.

Your parent or carer will need to complete the form before you get vaccinated at school.

On the day

- Have a good breakfast.
- If your school allows it, wear a short sleeve shirt like your sports uniform.
- A nurse will talk to you about the vaccine. There may be other students already there.
- Make sure you let the teacher or nurse know if you are feeling nervous or unwell.
- The nurse will ask you some questions:
 - Your name, date of birth and address
 - Check that your consent form has been signed
 - Ask if you are feeling well or have any allergies
 - Other questions about your health and wellbeing.
- When getting your vaccine, you may feel a little pinch, sting or tingle.
- After you get your vaccine, you will wait for 15 minutes to make sure you're feeling well.
- It is common to get some swelling, muscle ache, redness and a small red lump at where you had the injection. You may also feel tired or have a headache.
- Make sure you keep moving your arm to help with muscle soreness.
- After vaccination you can play sport, have a shower and participate in after school activities.

Well done! You did it!



Your vaccines and why they are important

Year 7	Year 10
Human papillomavirus (HPV) vaccine This vaccine is important as it protects you against HPV-related cancers and illnesses that can affect everyone.	Meningococcal ACWY vaccine This vaccine is important as it protects against four types of meningococcal bacteria, which cause serious disease that can quickly become life-threatening.
Diphtheria, tetanus, and pertussis (whooping cough), (dTpa) vaccine This vaccine is important as it protects you against three illnesses – diphtheria, tetanus and pertussis, also known as whooping cough. These illnesses are serious and can be life threatening.	Remember – if you're not at school on vaccination day, don't worry. You can catch up at a future school clinic, or you can get a free vaccine at your GP or local pharmacy.



For more information visit <u>www.health.nsw.gov.au/</u> schoolvaccination or scan the QR code.





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Appendix E: Social media tiles for use in school communication



Provide consent for your child's school vaccinations online.

You will need:

- The link provided by the school
- Your Service NSW log-in details
- Medicare card details for you and your child



Appendix F: Proforma for schools to provide written notification to the Director, Public Health Unit, of any withdrawals of consent from NSW School Vaccination Program

{Insert school crest and details}

Dear <name of the Director of the Public Health Unit or delegate >

<name of school> has received a withdrawal of consent from a parent/guardian for the school vaccination program.

The withdrawal of consent was received on <date> for <student name> in <year group>. Consent is withdrawn for the <name of vaccine>.

Yours sincerely

Name of Principal

Signature of Principal

Date

Appendix G: Useful links

Resource	Description
NSW Health School Vaccination	Up-to-date immunisation information, resources, and advice about the NSW School Vaccination Program.
webpage	www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx
Contact details for Public Health Units	In NSW calling 1300 066 055 will direct you to your local Public Health Unit who can help answer your questions about the school vaccination program.
	Find the Public Health Unit for your area.
	https://www.health.nsw.gov.au/Infectious/pages/phus.aspx
Information for students with	Information for students with physical and/or intellectual disabilities in the NSW School vaccination program.
physical and/or intellectual disabilities	https://www.health.nsw.gov.au/immunisation/Pages/students-with- disabilities.aspx
uisabilities	A social story to help plan vaccination day at school.
	https://www.hpvvaccine.org.au/downloads/NECAS-social-i-will-get- vaccines-at-school.pdf
	A fact sheet to provide a brief overview of HPV, the HPV vaccine and how to support adolescents with their HPV vaccination.
	https://www.hpvvaccine.org.au/downloads/disability-vaccination-fact- sheet.pdf
The Australian Immunisation Handbook (digital version	A comprehensive guide developed by the Australian Technical Advisory Group on Immunisation (ATAGI) providing clinical advice for health professionals on the safest and most effective use of vaccines in their practice.
or phone app)	https://immunisationhandbook.health.gov.au
Australian	The national register where vaccinations are recorded.
Immunisation Register	https://www.servicesaustralia.gov.au/australian-immunisation-register
NSW Immunisation Schedule	https://www.health.nsw.gov.au/immunisation/Publications/nsw- immunisation-schedule.pdf

NSW Health

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