The Immunisation Team

NHS
Kent Community Health
NHS Foundation Trust

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		
Reminder text to parents sent to return forms		
Assist any parent/ carers who may need support to complete the consent form		
Forms are collected back and held in office for nursing team to pick up		
Add flu session date and imms service webpage link on school website **www.kentcht.nhs.uk/schoolflu**		
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		
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		
Slips 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		
Meridian survey feedback is completed		