

School Aged Immunisation Programme in Schools

2024-2025

Hinckley School

Butt Lane, Hinckley, Leicestershire LE10 1LE

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Letter to the head teacher

Dear Sir or Madam,

The School Aged Immunisation Service (SAIS) from Leicestershire Partnership NHS Trust provides the vaccination service in schools throughout Leicester, Leicestershire, and Rutland.

This academic year we will be offering the following children and young people at your school:

Seasonal flu vaccination for children

Reception to year 11

3-in-1 Teenage Booster and Meningitis ACWY

vaccinations starting from school year 9

Human Papillomavirus (HPV)

vaccination starting from school year 8

Measles, Mumps and Rubella (MMR)

vaccination for those eligible only starting from school year 8

Recent key changes to the vaccination programme

- We are continuing to offer the option for young people in secondary school to consent to vaccines themselves, following its introduction during the last school year. See the attached letter on page 6 for more for details.
- The HPV vaccination programme was amended to one dose. See page 14 for details.
- We no longer provide vaccinations for staff in secondary schools. See letter previously shared with your school from Dr Tim Davies, NHS England.
- The flu vaccination programme is a high priority within public health policy every year. Similarly, to last year, if the parent or carer of a child, eligible for a flu vaccination, objects to the porcine gelatine used in the nasal spray version of the vaccine (with the understanding that it is the more effective of the two options) and requests an alternative, the injectable version will be offered to them. This has been made very clear in our invitation letter this year. In July, we sent you a save the date message with confirmed session dates for your upcoming vaccination sessions in the autumn term. An updated list of vaccination dates for your school is available on page 5 and on our website, visit: www.leicspart.nhs.uk/schoolagedimms

Due to the complexity of the delivery of the programme to all schools across Leicester, Leicestershire, and Rutland, unfortunately our flexibility around alternative dates are extremely limited. If you **cannot** accommodate the team in school on the planned date and time, please let us know as soon as possible.

Please circulate the invitation letters to parents and carers electronically. We also have letters and video resources in different languages for parents, carers, and young people. Please share them as appropriate within your school.

Consent decision forms must be completed online. If parents or carers have difficulty with this, please contact us so that our team can help support them. You will be able to view the online system to monitor and help to encourage returns. We would really value your support in helping us to secure parental or carer consent decisions for as many pupils as possible.

We know that delivering this vaccination in school will create some disruption. The 'essential things' guide enclosed in this pack will help to keep disruption to a minimum. See page 9 for details.

We hope to continue to work closely with the immunisation link person at your school and work in partnership with your school to protect the health and wellbeing of children, young people, and local communities.

Should you have any further queries, please do not hesitate to contact the School Aged Immunisation Service on 0300 3000 007 or lpt.sais@nhs.net

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Butterworth', with a horizontal line extending to the right.

Marie Butterworth

Clinical Lead
School Aged Immunisation Service
Leicestershire Partnership NHS Trust

Dates for your diary

The team is due to visit your school and deliver vaccinations for:

**Seasonal flu vaccination for children
Reception to year 11**

Session: Tuesday, 12 November 2024

**3-in-1 Teenage Booster and Meningitis ACWY
vaccinations starting from school year 9**

Session: Friday, 28 February 2025

**Human Papillomavirus (HPV)
vaccination starting from school year 8**

**Measles, Mumps and Rubella (MMR)
vaccination for those eligible only starting from school year 8**

Session: Friday, 16 May 2025

Outstanding vaccination dates to follow

Key information about self-consent

Leicestershire Partnership NHS Trust's School Aged Immunisation Service (SAIS) is continuing to offer eligible young people, in Year 8 upwards, the option to self-consent to vaccinations if their parents or carers have not informed us of their consent preference.

Please read this update thoroughly as it contains important details about eligibility criteria, the process and outlines what actions schools need to take.

What is the criteria for self-consent?

If we do not have a returned parental or carer consent decision, we will ask the young person, if they are Gillick competent (see below), if they would like to have the vaccination.

For a child to self-consent, they must be in year 8 or above. Young people under the age of 16 can consent to their own treatment if they're assessed by a registered nurse to have enough understanding of the risks and benefits. This is known as being Gillick competent. Gillick competency guidelines are nationally and legally recognised and outlined in the immunisation Green Book.

If a young person with a Special Educational Need or Disability (SEND) is Gillick competent and their parent or carer has not given consent, the SAIS will work with school staff to ensure their self-consent wishes are made clear.

Where a young person is not Gillick competent, and we have not received a parental consent decision, we will **NOT** vaccinate.

Why are we offering Self Consent?

Our aim is to offer all young people in schools the opportunity to be protected from vaccine preventable diseases, many of which can be serious, life changing or life threatening. Each vaccination programme needs a separate consent form to be completed. Sometimes parents or carers don't realise this, or they can forget to respond, resulting in children missing out on the vital protection offered through the vaccination. By allowing young people to self-consent, we hope it helps to ensure those who want the protection can get it and empowers young people to take a proactive step towards supporting their health.

What is the self-consent process?

SAIS pre-session process

- Schools will be asked to send the consent invitation letter to parents and carers as usual. The letter will clearly state that young people may be offered the chance to self-consent, where Gillick competent, if parents or carers do not respond by completing an online consent form.
- Schools will be asked to send reminders advising of online consent closing date as usual.
- Schools need to utilise resources provided to share vaccination information with relevant school years (for example an email to the year group or post on the school's intranet) so young people are aware of the vaccine, what it protects against and other important information like risks and benefits.
- SAIS will send text messages to parents or carers who have not responded to the e-consent process, using information on the Electronic Patient Record (EPR), to attempt to remind them to share their consent decision. The message will also advise that their child will be offered the chance to self-consent in the absence of a parental or carer consent decision.
- Phone calls will be made to parents and carers of young people in special schools to gain verbal consent or refusal to vaccinate. Voicemails will also be left with information on how to contact the service to give their consent decision.
- The online consent form will close one day before the school vaccination session.

Day of vaccination / Gillick competency process

- Young people with parental or carer consent will be vaccinated as usual. Those whose parents or carers have refused consent will **NOT** be vaccinated. Regardless of whether we receive approval or refusal for a vaccine, the parental or carer consent decision will always be what the service uses, if available.
- If parents or carers have not given their consent decision to the service, the young person may be asked if they would like to give their own permission to receive the vaccine. If the student does not want to give their permission without speaking to their parent or carer first, we will not vaccinate. An attempt to contact a parent or carer may be made on an individual basis if requested by the young person; the parental decision will be used if contact is made.
- Past vaccination history and GP records will be accessed by SAIS practitioners.
- Information about the vaccine being offered will be given verbally and in a printed format, with translations available. This will include details about the vaccine, possible side-effects and more. The young person will be given time to read and digest this, before discussing the vaccination with a registered nurse.
- The young person will be assessed by the registered nurse to make sure they are able to retain and recount the information they have just discussed, along with their maturity and ability to decide for themselves, without undue pressure from those around them.
- This process is clearly documented, along with the conclusion of the assessment, with a child being deemed able to give their consent or not. They will be supported to complete a consent form and provide an email address for follow up information.
- Only young people who were assessed as able to give their consent will be offered vaccination and it will remain the young person's choice to continue.
- Following the vaccination, aftercare advice will be given verbally, through the email address (if provided) and / or a post vaccination advice card containing links to useful websites.

We would like to reassure you that, following a number of impact and risk assessments, and learning from last year, we have taken a range of measures and staff training to ensure the self-consent process runs as smoothly and safely as possible. As always, our nurses and vaccinators will follow professional and national guidance and standards.

Please be reassured that our service will follow up directly with families if they have queries or concerns. Please direct parents and carers to our usual number if they have any questions: **0300 3000 007**.

If you would like to discuss the contents of this letter further, please contact: **0300 3000 007**.

We want to thank you and your school community for your ongoing support to our service and look forward to our continued collaborative working.

Invitation letters for online consent forms

- In addition to this pack, you will receive invitation letters which direct parents and carers to our online consent system, and they can complete a digital consent form for the vaccinations.
- Please distribute the relevant letters to parents/carers as soon as possible and **no later than three weeks before the scheduled session** (either via email, or any messaging system that you may already use such as ParentMail, SIMS, SchoolBuddy).
- Each vaccination letter contains information about the vaccination and links to relevant NHS websites where parents/carers can find more information.
- The letter will contain a web link to the www.leicsandrutlandimms.co.uk site for online consent, as well as a unique code for your school. **Parents and carers will need this code to access and complete the consent form.**
- **The unique school code for your school is: LE141682.**
- We will temporarily close the system one working day before the session to allow us to prepare. The system will be reopened soon after the session to allow parents and carers to complete a consent form.
- For flu vaccinations: details of an alternative opportunity for vaccination will be shared directly.
- For the other vaccinations: these will be offered when the team re-visit the school over the course of the academic year or via a community clinic.
- Schools can register with the online consent system to see which pupils are due to attend the session. Instructions on how to access this online system are enclosed as a separate document.

Essential things your school needs to do

There are a few things that your school needs to do, which will help ensure the smooth running of the session for all concerned. Please share these with all school staff involved with the session.

Prior to the Session

- Make a note in your school calendar of the scheduled dates on page 5.
- Let us know the name and contact details for the Immunisation Link person at your school if you have not already done so.** If this named person changes, please let us know.
- Share the relevant class lists for children and young people in your school with us. Please provide the name, date of birth, gender and address and contact numbers for each child so that we can cross-check children's immunisation histories against our existing records prior to the session. **Sharing of class lists will also assist with the planning for sessions and not having this information will impact on the session.** See details of our information sharing and privacy notices on page 14.

- Check that you have received the invitation letters for the vaccination programmes. Please contact the service if you have not received the letters.
- Advertise the date of the immunisation sessions to parents and young people using your wider communication network, including providing the contact details for the School Aged Immunisation Service so that parents/carers know who to call should they have any enquiries.
- Arrange for activities and assemblies to introduce vaccinations using the “Educational and learning support materials” section on page 14 for links.
- Should you feel that parents and carers need support to complete the online consent form, please get in touch with us.
- Issue the letter for each of the vaccination programmes electronically to young people and parents.
- Remind parents and carers to complete and submit the digital consent form.

For each session

- Allocate parking for our team’s van to allow the safe loading and unloading of our equipment and vaccine supplies.
- Allocate an **adequately** sized room. Ideally there should be a separate entrance and exit to the room with tables and chairs that can be easily wiped down. Access to facilities to make a hot drink would be greatly appreciated by our team.
- The team will be working in school sessions in line with the latest health and safety guidance for health professionals from Public Health England. They will require access to hand washing facilities.
- Allocate a member of staff to act as a “runner”, someone who is responsible for collecting young people from classes who the service needs to see.
- Discuss any concerns or queries raised by young people and parents/carers about the vaccinations with your lead immunisation nurse, as well as the running order and details for the session. Please identify any students who may need to go early in the process to support them if they have a phobia of needles.
- Allow staff time at the start of the session to prepare the vaccine, and time at the end of session to collate session notes and pack up the vaccine and the equipment.
- Support us to identify young people with any special needs who may need additional support during the vaccination. This will ensure that robust arrangements are in place for assessing and vaccinating these young people.

After the session

What if the child or young person is not in school or unwell on the day of vaccinations?

- The immunisation nurse will assess every child or young person to determine if they are well enough to have the vaccine. If they are deemed not well enough, the nurse will advise school staff accordingly. Those that are absent from school on the day of the session will be seen at a future session or community clinic.
- For the flu vaccination, details of an alternative offer via our community pharmacy partners will be shared with parents and carers.

- The team offers more than one opportunity for 3-in-1 teenage booster, meningitis ACWY, HPV and MMR vaccinations during the school year, so that they can vaccinate pupils who may have missed the first opportunity due to absence. Please note that these vaccinations are not routinely offered by the GP.

Are there side effects from the vaccine?

- Like any medicine, there may be some side effects experienced. Most young people do not get any side effects. Side effects should resolve within 2-3 days.
- Information about the vaccination given, along with some post-vaccination advice, will be given electronically and verbally.

Example of reminder messages

We have included some examples of messages that can be used to remind parents to return the consent forms in a timely manner.

Reminder format	Suggestive message wording
SMS	<p>Thank you for completing your child's [flu or other] vaccine consent form online. If you have not yet done so, please do so by [2 working days before the session date xx/xx/xx] to ensure your child doesn't miss out.</p>
Email	<p>Subject: [Flu or other] Vaccination consent form due – make sure your child doesn't miss out</p> <p>Dear parent/carer,</p> <p>Please complete your child's [flu or other] vaccine consent decision form online by [one working days before the session date xx/xx/xx] to make sure your child doesn't miss out on having the vaccine. Please also fill out the form if you do not want your child to have the vaccine.</p> <p>Visit: www.leicsandrutlandimms.co.uk</p> <p>You will need the code for our school: LE141682</p> <p>If you're having problems submitting the form, it's also a good idea to double check that when you confirm your email address, it matches the one originally submitted.</p> <p>[Attach the letter]</p>

Data sharing – electronic class lists

It is essential that you share with us electronic class lists for young people containing their name, date of birth, gender, address, and contact numbers. This is so that we can cross check their immunisation histories against our existing records prior to the session.

Files can be shared with us by contacting lpt.sais@nhs.net

Please call us if you wish to discuss this further in line with your information governance arrangements.

Files can also be shared via AnyComms+ - this is a secure data sharing network used by local authorities for information sharing, which can be accessed online by schools registered to the network.

For schools registered to the Leicestershire network

Via: <https://filetransfer.leics.gov.uk/Login.aspx>

- > Choose 'Upload a File to the Local Authority' from the Main Menu
- > Browse to locate the file you want to send
- > Choose a File Type of 'Children's Immunisations'
- > Choose 'Leics. NHS – Community Immunisation Service' as the Service
- > Click on 'Upload All Files'.

For schools registered to the Leicester network

Via: <https://filetransfer.leicester.gov.uk>

- > Choose 'Upload a File to an Organisation' from the Main Menu
- > Browse to locate the file you want to send
- > Choose Recipient Organisation as 'Leicestershire Partnership NHS Trust - CIS'
- > Choose Recipient Role as 'General'
- > Enter an appropriate description, i.e., "year 8 class list"
- > Click on 'Upload All Files'.

For schools registered to the Rutland network

Via: <https://securetransfer.rutland.gov.uk>

- > Choose 'Upload a File to the Local Authority' from the Main Menu
- > Browse to locate the file you want to send
- > Choose a File Type of 'Children's Immunisations'
- > Choose 'Leics NHS Community Immunisation Service' as the Service
- > Click on 'Upload All Files'.

Overview of vaccination programmes

Programme	Offered during	Offered to	Diseases protected against	Vaccine given	Trade name	Options for second opportunity or if not in school?
Seasonal flu vaccination for children in primary and secondary school	Reception to Year 11	One dose offered each year from September	Influenza	Live attenuated influenza vaccine LAIV nasal and contains porcine gelatine or Trivalent Influenza vaccine (cell-based) if LAIV is contraindicated or otherwise unsuitable	Fluenz (LAIV)	Offer available till February/March. Once a consent form is completed, signposted to partner community pharmacies for nasal vaccine or invited to community clinic for injectable vaccine.
Seasonal flu vaccination for children in special schools	Reception to Year 13				Fluenz	
3-in-1 teenage booster and Meningitis ACWY vaccination <i>2nd scheduled booster</i>	Year 9 to 11	One dose	Tetanus, diphtheria, and polio	Td/IPV	Revaxis	
		One dose	Meningococcal groups A, C, W and Y	MenACWY	Nimenrix/ MenQuadfi	
Human papillomavirus (HPV) vaccination	Year 8 to 11	One dose additional doses offered only if medically required	Cancers and genital warts caused by specific human papillomavirus (HPV) types	HPV	Gardasil9	
Measles, Mumps and Rubella (MMR) vaccination of under immunised young people	Year 8 to 11	One dose	Measles, mumps and rubella	MMR (based on MMR vaccination status)	Priorix	

Helpful links

Information sharing and privacy notices.

- **Leicestershire Partnership NHS Trust**

Our organisational privacy notice can be accessed at our website:
www.leicspart.nhs.uk/Aboutus-Whatwedowithyourinformationprivacynotice.aspx

- **Local authorities**

Local authorities operating in Leicester, Leicestershire and Rutland have their own notices about the processing of pupils' personal data, and these notices can be read in their entirety on the websites for the individual local authorities.

- **Leicester City Council**, City Hall, 115 Charles Street, Leicester, LE1 1FZ
www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/
- **Leicestershire County Council**, County Hall, Glenfield, Leicester, LE3 8RA
www.leicestershire.gov.uk/about-the-council/data-protection-and-privacy
- **Rutland County Council**, Catmose, Oakham, Rutland, LE15 6HP
www.rutland.gov.uk/my-council/data-protection/information-sharing-agreements/

National immunisation schedule

Please see page 1313 for an overview of programmes offered by our service. For a full list of the UK's national immunisation schedule, visit:

www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them for more information.

Change to HPV programme

From September 2023, most young people will only need one dose to be fully protected. Some young people may require additional doses due to medical reasons and their consent form will be carefully screened by our Immunisation Nurses to ensure they are vaccinated appropriately.

Visit: www.gov.uk/government/news/hpv-vaccination-programme-moves-to-single-dose-from-september-2023 for more information.

Learning and support materials

We have developed videos and resources that we would like you to share with children and young people prior to the immunisation sessions.

Visit: www.leicspart.nhs.uk/schoolagedimms-information-for-schools for more information

Disclosure and Barring Service (DBS) checks

All team members of the School Aged Immunisations Service (SAIS) are employed by Leicestershire NHS Partnership Trust and have had a Disclosure and Barring Service (DBS) enhanced check, including against information held on the Children's and Adults' Barred Lists.

Should you wish to have formal confirmation of this in advance of the school immunisation session, please contact the SAIS office. Please note that all individual staff members will also be able to present a letter confirming this on the day of your school's session.

Enquiries from parents and carers and our contact details

Should parents or carers change their decision regarding the vaccination, wish to advise us of any changes or they have missed the session, please ask them to **contact us directly**.

School Aged Immunisation Service

Leicestershire Partnership NHS Trust

Online consent form: www.leicsandrutlandimms.co.uk

Your school code: LE141682

Tel: 0300 3000 007

Email: lpt.sais@nhs.net

Website: www.leicspart.nhs.uk/service/schoolagedimms

If parents have literacy or language barriers, please use the resources provided as you see fit for your school population. Where your school has resources to assist, it would be helpful if you could provide support for parents to read the letter and/or complete the consent documentation.



Leicestershire Partnership
NHS Trust