

## SLVC TIMELINE-SCHOOL WORKING WITH A COMMUNITY HEALTH PARTNER

*\*This is a suggested timeframe for annual clinic planning. This process can be expedited and finished within two to three weeks for providers who are new to this process.*

Month/Timeframe	Task/Activity	Responsible Party
April (or 6 months prior to clinic when possible)	<p>Contact Community Vaccinator to plan for clinic in the fall of the next school year. This prepares provider to order vaccine.</p> <p>Estimate number of doses to order based on last year's participation (for influenza) and current student population (for Covid-19 or other vaccines). Order vaccine based on estimates.</p> <p>Establish dates and times for fall clinic.</p>	<p>School Nurse</p> <p>School Nurse &amp; Vaccine Provider</p> <p>School Nurse &amp; Vaccine Provider</p>
July/August (or 2-3 months prior to clinic)	<p>Go to: <a href="#">Vaccine Information Statement   Current VISs   CDC</a> to obtain current year Vaccine Information Sheets (VIS), and any helpful information (EAU).</p> <p>*Current user has non-vaccine user agreement</p>	School Nurse/Partner
Week before school starts	<p>Confirm vaccine clinic dates with school principals.</p> <p>Provide dates to school secretaries for inclusion in school calendar/newsletters going home with students.</p> <p>Furnish consent forms and parent information to school secretaries for distribution on first day of school. (Available in multiple languages)</p>	<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
First day of school	Send consent forms and any parent information home in each building so students can sign up for vaccine.	School Secretary(s)
Early September (or one month prior to clinic)	<p>Advertise SLVC in newsletters, school social media, local papers, robocalls, and on website.</p> <p>Obtain standing orders from school medical director.</p> <p>Recruit staff/volunteers as needed.</p> <p>Distribute additional consent forms to each school office for new students.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
September (or one month prior to clinic)	<p>Review all consent forms for completeness, consent and signature.</p> <p>Collate all consent forms for use on clinic day.</p> <p>Notify custodial staff in each building of clinic dates, times, locations and request services as needed.</p> <p>Organize clinic supplies: EPI pens, Benadryl, standing order for vaccine administration, medical dosing sheet, pens, disposable pads (e.g. Chux), tissues, gloves, 2x2 gauze, band aids, hand sanitizers, alcohol pads, needles, syringes (if not prefilled), extra</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>Clinic staff/Vaccine provider</p>

	forms, rosters and VIS sheets, coolers, ice packs, vaccine – separated by lot number identification, thermometers.	
October/Early November or sooner	<p>Conduct immunization clinics:</p> <ul style="list-style-type: none"> <li>• Assign staff to check students in and hand them consent forms, check temp and mark results on consent forms, escort student to nurse for immunization, escort students out to recovery area, monitor students in recovery area, and release to class after 15 minutes.</li> <li>• Nurses from medical partner offices will administer appropriate immunization based on consent form, document method of administration, time, lot number, site and signature.</li> <li>• Volunteers and school nurses work together to bring students to immunization clinic, control traffic flow, problem-solve and return students to class promptly.</li> <li>• Notify parents of students experiencing adverse reaction or refusing immunizations at school.</li> <li>• Document vaccinations in school records.</li> </ul> <p>Establish dates for second dose administration as needed.</p>	<p>School Nurse/ Vaccine Provider/ Clinic Staff/ Volunteers</p> <p>School Nurse</p> <p>School Nurse</p>
Week following Immunizations:	<p>Enter all immunizations into ImmPact within five days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Record immunization count for report to administration.</p> <p>Doses Redistributed: Contact the Maine Immunization Program regarding leftover vaccine so that it can be redistributed.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
December	<p>Prepare summary of vaccine clinics to superintendent, administration, and school board.</p> <p>Inventory vaccine clinic supplies and budget for the following school year.</p>	<p>School Nurse</p> <p>School Nurse</p>
January	Complete and submit annual ImmPact User Agreement to the Maine Immunization Program.	School Nurse