

# Immunisation made **easy.**

School Immunisation Program -  
information for schools



---

# What is the School Immunisation Program?

**Schools play an invaluable role in looking after the health of their students. Immunisation against many diseases is one strategy which contributes to the well-being of the individual and the community.**

School immunisation programs are regarded as a highly efficient and cost-effective way to immunise an age group which can otherwise be difficult to reach.

Queensland Health acknowledges the important role schools play in helping service providers conduct an immunisation clinic.

Queensland Health's annual School Immunisation Program (SIP) provides secondary school students in schools across Queensland the opportunity to be immunised against a range of diseases.

## **The following immunisations are offered for Year 10 students:**

- Meningococcal A, C, W and Y - one dose
- Meningococcal B - two doses, 8 **weeks apart**

## **The following immunisations are offered for Year 7 students:**

- Human papillomavirus (HPV) - one dose
- Diphtheria-tetanus-pertussis (whooping cough) - one dose

This booklet outlines all you need to know to facilitate a successful immunisation clinic, including what each school needs to do before, during and after the clinic. Sample letters/messages to parents/legal guardians/authorised persons (herein referred to collectively as parents), school newsletter articles, and tips for coordinating clinics are attached for inclusion on all social media platforms prior to the School Immunisation visit dates.

These resources will assist you to inform Year 7 and Year 10 parents of this important public health program which offers protection for individuals and our whole community from immunisation preventable diseases.

Please be advised that any immunisation queries are to be directed to the immunisation team on 1800 940 750 or by email [admin.immunisegc@health.qld.gov.au](mailto:admin.immunisegc@health.qld.gov.au) and not addressed by school personnel. Please note:

- The Year 7 and Year 10 Class Lists will be requested from you in early February.
- School staff are not eligible to receive an immunisation as part of this program.

**Queensland Health is working in partnership with a range of immunisation service providers to deliver the program.**

**Your school's immunisation program is provided by:**

**Gold Coast Public Health Unit**

**Gold Coast Hospital Health Service P: 1800 940 750**

**[admin.immunisegc@health.qld.gov.au](mailto:admin.immunisegc@health.qld.gov.au)**

---

## Leading up to the immunisation clinic

- You have previously been contacted by the Gold Coast Public Health Unit to confirm your scheduled dates. If you are unsure of your clinic date, please contact us on 1800 940 750.
- Please nominate a staff member as the primary contact and provide contact details so as the immunisation team can liaise with this staff member to co-ordinate the immunisation program dates, scheduled clinic times and other requirements that may be required on the day.
- Ensure ALL relevant staff are notified of the scheduled immunisation visit dates and that ongoing communication is disseminated to appropriate staff.
- If the nominated staff member leaves your school, please contact the Immunisation Program Team to update your school's immunisation coordinator.
- Please provide the school emergency evacuation plan and after-hours contact.

## Disclosure of student and parent information

The Public *Health Act 2005* requires School Principals to disclose student and parent information to approved school health program providers, including school immunisation providers, to allow them to:

- reconcile returned consent forms for school health programs against eligible students,
- follow-up with parents of students who have not returned a consent form to offer them the opportunity to participate in the school health programs, and
- assist families to resolve concerns about their child's immunisation or oral health needs.

The legislative changes require a School Principal or their delegate, to disclose student and parent information including:

- the name and date of birth of a student
- the name, telephone number, email address, residential and postal address of a parent/legal guardian/authorised person of a student, and
- other information prescribed by regulation about a student.

### **The Gold Coast Public Health Unit may use this information to:**

- invite parents to complete a consent form online.
- match returned consent forms with student lists to determine those who have consented, those who have indicated a 'No' to immunisation/s and those who haven't returned a consent form.
- follow up with parents of students who haven't returned a consent form to offer them the opportunity to have their child immunised, and
- analyse the information to inform future strategies to improve consent form return rates.

**Parents who return a consent form indicating 'No' to immunisation will not be contacted. Children will not be immunised without a valid consent form.**

---

## Information Privacy

To protect disclosed information, the law binds school immunisation providers to comply with either the National Privacy Principles or Information Privacy Principles under the *Queensland Information Privacy Act 2009*. This Act stipulates the requirements for the secure collection, use, storage, and disposal of personal information to be followed by school health program providers.

School immunisation providers must store and dispose of disclosed student information in accordance with the Queensland State Archive guidelines. The information is to be deleted by the school immunisation provider from any electronic system and hard copies of the information destroyed when no longer required.

## Process

It is important for schools to update their privacy policy to reflect this law and take reasonable steps to ensure that parents are aware of these disclosure requirements.

The School Principal is required to disclose the information to the Gold Coast Public Health Unit. This request should only occur once a year. The information should be disclosed within a reasonable timeframe and in the format requested by the Gold Coast Public Health Unit.

If requested by the Gold Coast Public Health Unit, principals must disclose the information, unless the School Principal deems disclosure is not in the best interest of the student. The principal's decision to not disclose a student's information is at their discretion.

Examples why a principal may not disclose information are provided in Table 1. For reconciliation purposes, the principal must still advise the Gold Coast Public Health Unit of the number of students that have not been disclosed.

**Table 1:** Examples for not disclosing student and/or parent/legal guardian/authorised person information.

Reason
Known domestic violence issues
Known custody issues
Family involved in a police matter
Student is under a Child Protection Order

## Consent forms

### Online Consent

Electronic consent forms will be sent directly by the Gold Coast Public Health Unit to parents and therefore do not require any handling by the school.

- Gold Coast Public Health Unit will use the class list provided by your school to email parents of Year 7 and Year 10 students with a link to complete an electronic consent form. The online consent form contains information on each of the immunisations that are being offered.
- It is a requirement for your school to communicate to parents, informing them they should be receiving an email from the Gold Coast Public Health Unit (see letter attached).
- **Year 10 - An email with online consent information will be sent to parents in early February, according to the class list received from the school.**

- 
- **Year 7 - An email with online consent information will be sent to parents in early May, according to the class list received from the school.**

### **Paper Consent**

- Parents who are unable to complete an online form are asked to contact Gold Coast Public Health Unit Immunisation Team on 1800 940 750

## **Withdrawal of consent**

A parent, legal guardian or authorised person has the right to withdraw their consent to immunisation. It is recommended that the withdrawal of consent be done online or in writing to Gold Coast Health within a reasonable timeframe before the day of immunisation.

If a parent wishes to withdraw consent to immunisation, school staff must advise the parent to contact Gold Coast Public Health Unit prior to the immunisation clinic. The school is not responsible for advising the immunisation provider of any changes to consent. Consent can be withdrawn via direct communication (contact details below), or via the online portal.

### **Gold Coast Public Health Unit – Gold Coast Hospital and Health Service**

- Phone: 1800 940 750
- Email: [admin.immuniseqc@health.qld.gov.au](mailto:admin.immuniseqc@health.qld.gov.au)
- Website: [Immunisation | Gold Coast Health](#)

## **Consent for children in care**

The Child Protection Act 1999 section 97 authorises officers to make immunisation arrangements for children and young people subject to child protection orders granting custody or guardianship to the chief executive (Child Safety). To authorise immunisation for a child subject to a custody order, a consent form must be submitted. This form is to be submitted by either the delegated officer, Child Safety, or the child's parent, legal guardian, or authorised person. Please see the Child Safety Practice Manual for further information or contact Gold Coast Health Immunisation Coordinator.

Additionally, approved carers and care services of children and young people subject to orders granting guardianship to the chief executive (Child Safety), are authorised to provide consent for immunisations. The parent's consent to immunisation is not required. The carer is to supply a copy of the Authority to care Guardianship to the Chief Executive form and submit the consent form.

## **Communication**

- We greatly appreciate you informing the Year 7 and Year 10 parents of the immunisation visits in advance – refer to document 'School Media Inserts.'
- 'School Media Inserts' includes a sample letter to parents, as well as proposed newsletter and social media content. These should be placed on all your social media platforms prior to the immunisation visit at your school. Keep in mind that this content is to advise parents of the upcoming Immunisation program and should be scheduled to line up with the visit for both Year 7 and Year 10 students.
- All immunisation queries are to be directed to the Immunisation Team. Ph: 1800 940 750 or email: [admin.immuniseqc@health.qld.gov.au](mailto:admin.immuniseqc@health.qld.gov.au).

## **Prior to the immunisation clinic**

- If the clinic date changes, please inform parents, legal guardians, or authorised persons as soon as possible.
- Please inform the appropriate class teachers of the time, date, and place of the immunisation

---

clinic.

- Our Immunisation Team will contact the school prior to the booked clinic visit to confirm arrangements.
- Read the 'At the start of the clinic' section so you can ensure relevant equipment/requirements are provided on the day. If you have any questions regarding these requirements, please contact Gold Coast Public Health Unit Immunisation Team on 1800 940 750.
- Your school will be sent a list of students to be immunised on your scheduled clinic day at least three days prior to the immunisation clinic. **Please note** that there may be changes to the student list as parents can complete consents online on the day.
- **Highly anxious** students may attend the immunisation area prior to the commencement of immunising the other students.

## At the start of the clinic

On the day, the Immunisation Team will sign in at the front office/reception prior to being directed to the allocated clinic area.

During the sign-in process, paper consents and other relevant immunisation notifications are to be given to the Lead Immunisation Nurse.

**To ensure everything runs smoothly, the Immunisation Team requests:**

- Access to the room to set up at least half an hour prior to the clinic commencing.
- **That the allocated room has reliable internet connectivity and power outlets.**
- Staff member/s are to accompany and stay with their students in the immunisation area for the duration of the session.
- Students on the immunisation list, or students who know they have a 'Yes' consent form will be directed to the immunisation area, however as noted previously, there will be students who will have a consent form but are not on your list. These students need to be located and directed to the immunisation area.
- After the student has been immunised, a Record of Immunisation will be emailed to the parent, legal guardian or authorised person.
- **A minimum of two school staff members** are required to supervise the students **whilst waiting** to be immunised and in the **recovery area** on the immunisation day.
- The recovery area should be free of desks and chairs. Students are to remain seated on the floor in the recovery area for 15 minutes after their immunisation.
- The recovery area staff member does not require any special training and will be briefed by the immunisation lead nurse prior to the immunisation clinic.
- In-case of any emergency, the recovery area is required to be near the clinic (i.e. adjoining room)
- For safety reasons, the immunisation room needs to be on the ground floor, so students are not walking up or down stairs. It needs to be a well-lit, ventilated room with separate entry and exit, and with adequate cooling/ heating. Access to power points is paramount.
- To avoid any upheaval, the exit route from the recovery area is best away from the entry point.
- Privacy will be offered for students during immunisation (when required).
- Easy access to a toilet and/or hand washing facility.
- Separate assembly and recovery areas.
- One desk and two chairs (1 x swivel chair if possible) for each immunisation nurse and an extra

---

table for nursing staff to prepare immunisations.

- A separate desk and chair/s for the administrative staff, to be placed at the entrance to the immunisation area.
- A few gym mats may be placed in the recovery area for students who may require the nurse's treatment.
- Immunisation team carry their own mobile phone's.
- A copy of the school's emergency evacuation details (as outlined in initial letter).

## Following immunisation

- **Students** will be asked to sit in the adjacent recovery area for a minimum of 15 minutes following immunisation.
- Once the observation period is over, students may return to their scheduled activities. Sporting activities should not be scheduled **directly** after the vaccination clinic. Ideally, a staff member should accompany students away from the clinic area.
- The Immunisation Team is specially trained to deal with emergencies. The team will remain at your school for at least 15 minutes after the final student has been immunised to ensure that all students have not experienced any reactions following immunisation.
- Any student with a 'Yes' consent and who wasn't immunised on the day, the parent will be sent a follow up email advising on how to receive the missed immunisation.

## After the immunisation team departs

If a student feels faint or nauseous, lay them down flat in a cool area and give them a drink of cold water. Any student that feels unwell should be sent to the school sick bay and parents should be contacted.

If a student is experiencing discomfort at the injection site, apply a cold cloth to the injection site. Do not rub the injection site.

**If necessary, seek medical attention (as per your school procedures) or call the Queensland Ambulance Service on 000 and contact the parent/legal guardian/authorised person.**

**If a child moves schools or address between the first and second visits, the parent/legal guardian/authorised person should be advised to notify the Immunisation Team of their change.**

**For further information contact:**

**Gold Coast Public Health Unit  
Gold Coast Hospital and Health Service**

**T: 1800 940 750**

**E: [admin.immunisegc@health.qld.gov.au](mailto:admin.immunisegc@health.qld.gov.au)**

**W: [www.health.qld.gov.au/immuniseGC](http://www.health.qld.gov.au/immuniseGC)**