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School-Located Vaccine Clinic (SLVC) Planning & Supply Guidelines

These recommendations and guidelines were developed to assist with planning school-located influenza vaccination clinics (SLVC).

This document provides general guidance to help ensure smooth operations at SLVC and is broken into 4 phases, each with specific considerations:

1. Planning
2. Clinic Set-up
3. Clinic Operations
4. After-Clinic Activities

PHASE 1: Planning

- Register your clinic site according to the guidelines found in the SLVC toolkit at www.maineflu.gov
- Identify SLVC leaders for overall vaccination delivery operations.
- Develop a communication plan among all clinic partners.
- Identify clinic process, including: location, size, # of stations, and staff required.
- Identify staff to fill the positions.
- Meet the language needs of the community using multi-lingual staff as appropriate.
- Prepare staff members regarding their roles and responsibilities during clinic operations.
- Cross-train staff members, if possible, to enable flexibility in meeting needs at various stations as demands fluctuate.
- If possible, provide additional staff to meet fluctuating clinic demands and schedule breaks for staff.
- Establish restraint policies and responsibilities.
- Ensure the presence of an onsite emergency medical kit and supplies.
- Ensure that emergency procedures are in place to respond to urgent medical problems.

Vaccine Clinic Location

- If you plan to vaccinate a large number of students at one time, it is recommended clinic planners consider holding the clinic in school gyms, auditoriums, or other large covered spaces that can accommodate a large number of students and staff.
- If you plan to vaccinate smaller numbers of students in small groups by classroom, it is recommended that you carefully consider the building layout to ensure adequate clinic flow. Items such as adequate lighting and heating, functional and accessible restrooms, adequate space for all clinic functions such as screening, registration, vaccine storage, vaccination, and staff breaks are considered.

Clinic Notification & Parental Consent

- Ensure that adequate vaccine is available for the clinic.
- Best practices indicate making consent forms and information packets available to parent 7-61 days prior to the clinic date and sent reminders to parents to return the consent forms. Reminders can include mailings to parents and making personal or automated phone calls.
- Prior to vaccinating students, staff should review the consent forms to verify that parents have fully completed the forms. Consent forms are available in the SLVC toolkit at www.maineflu.gov

PHASE 2: Clinic Set-up

Clinic Lay-Out and Specifications

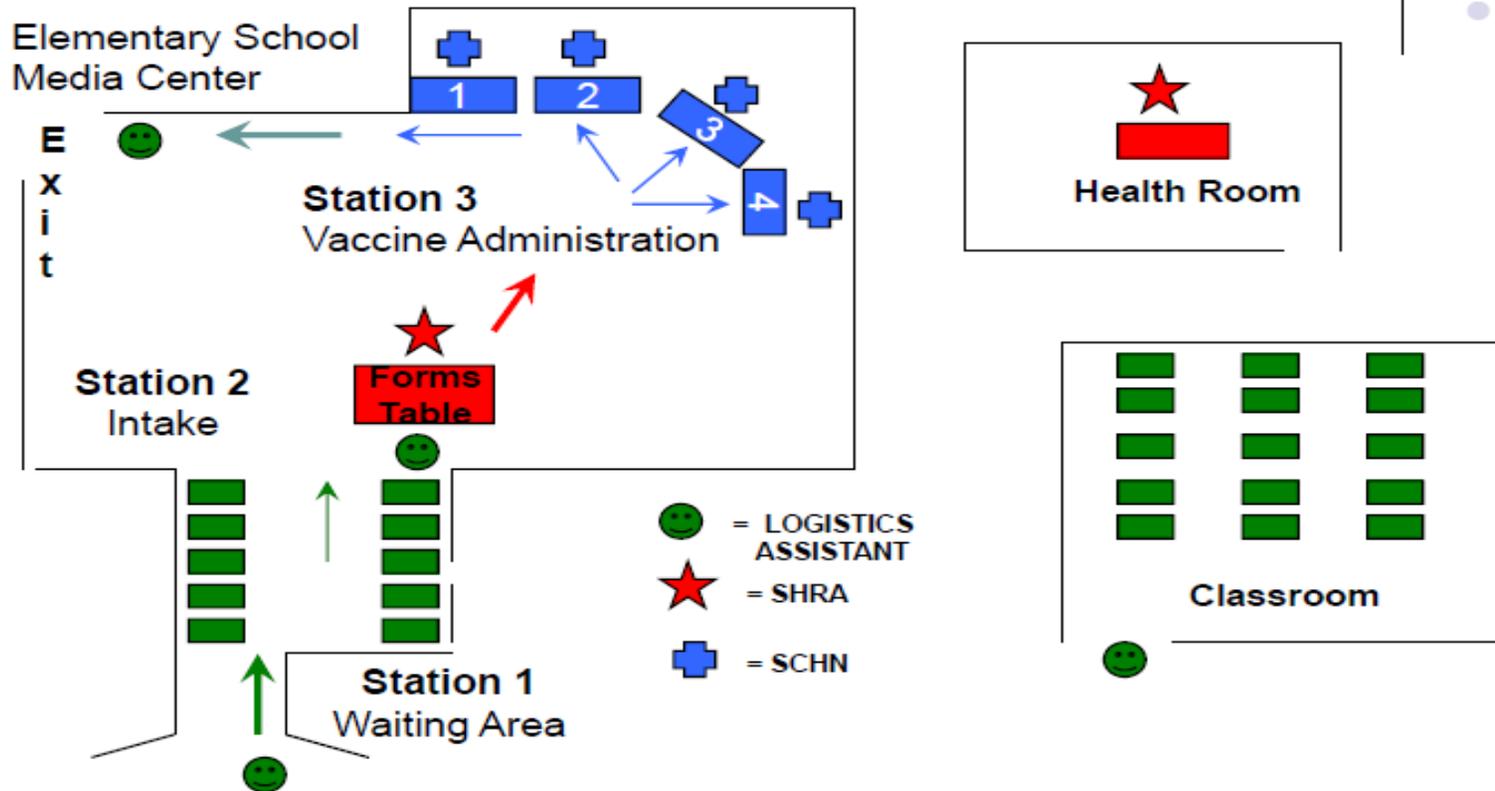
- See “Example of Influenza Vaccine Clinic Lay-Out” on page 4.
- You may want to adjust your clinic’s lay-out based on items identified during the initial clinic planning phase.
- A complete inventory of suggested supply list can be found at the end of this document.
- Use signs in multiple languages, as needed.
- Provide seating for students and staff if possible.
- Provide a waiting area where students can be observed after vaccination.

Clinic Security/Safety

- If your school will be utilizing outside volunteers to help operate your clinic, it is recommended that you consider using name tags or id badges to ensure those inside the clinic are authorized to be there.
- Assure that vaccine is stored in a safe and secure location that can be locked and access can be restricted to non-medical personnel.
- Recruit local volunteers as needed to assist with clinic flow.
- Depending on the time of the clinic (during school or off-hours) you may want to coordinate and collaborate with local community resources.

DIAGRAM OF ADMINISTRATION PLAN

School Size 450 – 600 students



PHASE 3: Clinic Operations

- Accommodations for special-needs students will need to be taken into account (e.g., persons with disabilities) for expedited access into the clinic.
- Direct arriving students into clinic to expedite vaccine delivery.
- Ensure all students receiving vaccine have completed all forms, including the consent form and health screen.
- Based on the results on the health screening process, determine the correct vaccine presentation (Multi-dose, pre-filled, nasal mist, etc) for each student and direct them to the correct vaccination station.
- In order to keep the flow moving it is recommended that non-medical clinic staff be utilized as supply runners to assist in the clinic supply management process.
- Maintain a steady flow of students through the clinic so that vaccinators are never without a client at their stations; redirect students to other stations if bottlenecks occur.

PHASE 4: After-Clinic Activities

- After-clinic activities need to be part of the initial planning process.
- Step 1: Close the vaccine clinic
 - Clear all students from the vaccination area prior to closing
 - Post clear signage that the indicating that the site is closed
 - Assign staff for breakdown of site
 - Catalog and repair consumable supplies
 - Collect and dispose of trash
 - Bag and properly dispose of medical waste (sharps containers)
- Step 2: Clean-up
 - Follow your schools policy regarding post-event clean-up
- Step 3: Reporting doses administered
 - At the conclusion of the vaccine clinic report clinic information to school leadership and to Maine CDC, as required by the Maine Immunization Program. The Maine Immunization Program requires that all doses administered be entered into the ImmPact2 database.

Suggested Supply List

Clinical Supplies:

Small Non latex Exam Gloves	100/Box	2	
Medium Non latex Exam Gloves	100/Box	4	
Large Non latex Exam Gloves	100/Box	2	
XL Non latex Exam Gloves	100/Box	1	
Gauze pads	2" by 2"; tray of 50	2	
Biohazard Bags	Red	1	
Bandages	3/4" by 3"; pack of 100	4	
Under pads	17.5" by 24"; pack of 100	1	
Alcohol wipes	Box of 200	2	
Disinfecting wipes	25 sheets per container	2	
Sanitizer Gel	8 oz; 12 per case	1	
Sharps containers	1 gallon, red	4	

Administrative Supplies:

Tote Bin	50 Gallon; L 39.5" W 24.5" H 21"	1	
Hanging File Organizer	Sheet capacity 100	1	
Calculator	Pocket	5	
Re-sealable Bags	50 per box	1	
Envelopes	PK100	1	
Highlighters	5PK; Assorted	1	
Assorted Color Permanent Markers	3PK	1	
Blue Pens	12 per pack	5	
Black Pens	12 per pack	2	
Red Pens	12 per pack	2	
Pencil/Pen Case	6 compartments	2	
Paper Pad	12 per pack	1	
Stapler		2	
Staple Remover	3PK	1	
Standard Staples	5,000 per pack	1	
Tape		3	
Office Scissors		2	
Rubber Bands		1	
Push Pins – Assorted Colors	100 per box	1	
White Out	3PK	1	
Index Cards	50 per pack	6	
Paper Clips	100 per pack	2	
Sticky Notes	12/pack	1	
Ruler	each	2	
Printer Paper	ream	2	
Tape Dispenser	each	2	