

SLVC TIMELINE-SCHOOL WORKING WITHOUT A PARTNER (INDEPENDENT)

Month/Timeframe	Task/Activity	Responsible Party
June	Obtain standing orders for SLVC from school Medical Director.	School Nurse
July/ Early August	<p>Watch for information from Maine Immunization Program that vaccine is available to order. (See Part 5 of Toolkit for information about ordering and storing vaccine).</p> <p>Estimate number of doses to order based on last year's participation and current student and staff population. Order vaccine.</p> <p>Schedule clinic dates and times with building principals for each building.</p> <p>Go to School Located Vaccine Clinic Toolkit from website: www.maine.gov/education/sh/slvc to obtain current year Vaccine Information Sheets (VIS), consent forms and any helpful information.</p>	School Nurse
August/Opening of School	Start refrigerator that will store vaccine. Begin 2 weeks of temperature logs (to submit to Maine Immunization Program).	School Nurse
Early September	<p>Do SLVC Registration online.</p> <p>Advertise in local papers and on website.</p> <p>Inform central office secretaries of vaccine order and request they notify school nurse of delivery right away.</p> <p>Recruit clinic staff/ volunteers as needed.</p> <p>Prepare vaccine consent packets for mailing/distribution to all students and staff.</p> <ul style="list-style-type: none"> • Pre-K-5 packets are sent home with students. • Grades 6-12 packets are mailed home. • Staff packets go in office mailboxes. 	School Nurse
September	<p>Order snacks for recovery area from cafeteria.</p> <p>Notify custodial staff of flu clinic dates, times, locations; request services/equipment as needed.</p> <p>Review all returned consent forms for completeness, consent and signature.</p> <p>Get class lists and organize consent forms for use on clinic day.</p> <p>Check clinic supplies.</p>	School Nurse

	Set up emergency kit (as described in Toolkit) in bright orange tote to be transported to each clinic.	
October/Early November	<p>Conduct flu clinics: Assign volunteer staff to check students in, check temps, escort students to nurse for immunization, escort students out to recovery area, monitor students in recovery area, problem solve and release to class after 15 minutes.</p> <p>Nurses will administer appropriate immunization based on consent form, document method of administration, time, lot number, site and signature.</p> <p>Parent volunteers and school nurses work together to bring students to immunization clinic, control traffic flow and return students to class promptly.</p> <p>Notify parents of students experiencing adverse reaction or refusing immunization at school.</p> <p>Establish dates for second dose clinic as needed.</p> <p>Enter all immunizations doses into ImmPact within 5 days of administering vaccine.</p>	School Nurse/ Clinic Staff/Parent Volunteers
Week After Immunizations:	<p>Assure all immunizations into ImmPact within 5 days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Prepare summary of vaccine clinics for report to administration and school committee.</p> <p>Record list of employee immunizations for roster billing to MEA Benefits Trust/Anthem. If contracted to work with Commonwealth Medicine, submit private insurance claims as instructed.</p>	School Nurse
December	<p>Complete and submit annual ImmPact User Agreement to Maine Immunization Program.</p> <p>Inventory flu clinic supplies and budget for the following school year.</p>	School Nurse