

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

Month/Timeframe	Task/Activity	Responsible Party
April	<p>Contact Vaccine Provider to plan for clinic in fall of next school year. This prepares provider to order 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>Establish clinic dates and times for fall.</p>	<p>School Nurse</p> <p>School Nurse &amp; Vaccine Provider</p> <p>School Nurse&amp; Vaccine Provider</p>
July/August	<p>Print School Located Vaccine Clinic Toolkit from website: <a href="http://www.maine.gov/education/sh/slvc">www.maine.gov/education/sh/slvc</a> . This contains current year Vaccine Information Sheets (VIS), consent forms, standing orders, procedures, etc.</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.</p>	<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
First day of school	<p>Send consent forms and any parent information home in each building so students can sign up for vaccine.</p>	School Secretary(s)
Early September	<p>Do SLVC Registration online.</p> <p>Advertise SLVC in local papers and 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 and staff.</p> <p>Provide staff with information to obtain vaccine at SLVC. (When using state supplied vaccine we are unable to immunize family members at school).</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
September	<p>Review all returned 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 flu clinic dates, times, locations and request services as needed.</p>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p>
October/Early November	<p>Conduct flu clinics:</p>	School Nurse/ Vaccine

	<p>Assign staff to check students in and hand them consent forms, check temp and mark result on consent form, escort student to nurse for immunization, escort students out to recovery area, monitor students in recovery area, and release to class after 15 minutes.</p> <p>Nurses from medical partner offices 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, problem solve 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 administration as needed.</p>	<p>Provider/ Clinic Staff/Parent Volunteers</p> <p>School Nurse</p> <p>School Nurse</p>
Week following immunizations:	<p>Enter all immunizations into ImmPact within 5 days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Record immunization count for report to administration.</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>	<p>School Nurse/Partner</p> <p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>
December	<p>Prepare summary of flu clinics to superintendent and school board.</p> <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>	<p>School Nurse</p> <p>School Nurse</p> <p>School Nurse</p>