

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

Stage of Development/ Timeframe	Task/Activity	Responsible Party
Prior to SLVC/July	<p>Contact school to determine interest in SLVC.</p> <p>Review vaccine inventory from prior year clinic -estimate number of doses needed.</p> <p>Order 40% vaccine doses needed based on state based estimates.</p>	<p>Partner</p> <p>Partner</p> <p>Partner</p>
Prior to beginning of school/ August	<p>Print SLVC Toolkit (contains VIS, consent forms, state forms) including forms for teachers.</p> <p>Organize paperwork to be sent home to parents.</p> <p>Send forms to language line service for translation.</p>	<p>School Nurse/ Partner</p> <p>School Nurse</p> <p>School Nurse</p>
Immediately following beginning of school/ September (Second or third week)	<p>Notify parents of clinics to be held in October &amp; to expect clinic schedule (do not include clinic notices with other school notifications).</p> <p>Vaccine is delivered &amp; stored in separate refrigerator.</p> <p>Notify school nurse when vaccine has been delivered.</p> <p>Determine clinic dates, times &amp; schedule (employees first, students next, youngest students first).</p>	<p>Partner &amp; School Nurse</p> <p>Partner</p> <p>Partner</p> <p>Partner &amp; School Nurse</p>
Prior to Clinic (one week)/ September or early October	<p>Advertise School Clinic dates in local newspapers; update and refresh school website: clinic schedule, permission slip and immunization forms.</p> <p>Additional notification one week prior to day of clinic contact school nurse to verify projected student count/doses needed.</p>	<p>School Nurse</p> <p>Partner</p>
Prior to Clinic (day before)/September or early October	<p>Call school nurse day before clinic for final count.</p> <p>Organize clinic supplies: EPI pens, Benadryl, standing order for vaccine administration, medical dosing sheet, pens, chux pads, tissues, gloves, 2X2 gauze, band aids, hand sanitizers, alcohol pads, needles, syringes (if not prefilled) extra forms, rosters and VIS sheets, coolers, ice packs, vaccine – separated by lot number identification, thermometers.</p> <p>If possible, outreach to families who have not returned permission slips.</p>	<p>Partner</p> <p>Partner</p> <p>School nurse</p>
Day of Clinic/Flu Season	<p><u>Set up clinic</u> location at school:</p> <ul style="list-style-type: none"> <li>● seating for waiting</li> </ul>	<p>School Nurse/ Partner</p>

	<ul style="list-style-type: none"> <li>• 2 tables with chairs for registration &amp; temp taking</li> <li>• Immunization stations equipped with waste basket, sharps container, hand sanitizer and tissues</li> </ul> <p>Attach lot number stickers to permission slips. Copy front and back of school employee insurance card.</p> <p>Complete rosters required for billing: patient name, date of birth, date of service, clinic site, vaccinator name, attach flu forms with roster.</p> <p><u>Review/verify information on consent forms:</u> Student or school employee name, date of birth, contraindication sign off, type of vaccine (nasal or injection), vaccinator nurse sign off (initial/date injection given).</p> <p><u>Vaccinate:</u> Student is seated, roll up sleeve, clean injection area of the arm with alcohol, while drying verify student name and form information, give immunization.</p> <p>Place time sticker on student just prior to receiving snack and clearance – 15 minutes after immunization return to classroom.</p> <p>Encourage teachers to get their immunizations with their students.</p>	<p>Partner</p> <p>School Nurse/Partner</p> <p>Partner</p> <p>Vaccinator</p> <p>School Nurse/Partner</p>
<p>Immediately following Clinic/October &amp; November</p>	<p><u>Billing:</u> Enter doses into ImmPact (within 5 days of administering vaccine) &amp; EMR system, and send copies of forms to relevant schools. School staff has access to mass immunization status in ImmPact.</p> <p><u>Quality Assurance:</u> Run reports on numbers of vaccines entered into Electronic Medical Record vs ImmPact.</p> <p><u>Dose Redistribution:</u> Contact Maine Immunization Program regarding leftover vaccine so that it can be redistributed.</p>	<p>Partner/ School Nurse</p> <p>Partner</p> <p>Partner</p>