



HSE COVID-19 VACCINATION PROGRAMME

**Administration of Nasal Flu Vaccination to Primary School Children in
School Setting**

Seasonal Influenza Vaccination Programme 2023

Operational Guidance

VERSION 1.0

4th September 2023

Operational guidance for LAIV (Nasal Flu) Vaccination to Primary School Children in the School Setting

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Table of Contents

1. Background	5
2. Purpose	5
3. Scope.....	6
3.1 Department of Education Data.....	6
4. Clinical Guidance.....	7
4.1 Vaccine Dose	7
4.2 Vaccine Ordering	8
5. Governance and Communication Structures.....	9
6. Operational Roles and Responsibilities.....	9
7. Training	17
7.1 Vaccinator Training.....	17
7.2 Children First Training	18
7.3 Legal basis for consent	18
7.4 COVAX Training.....	19
8. Clinic Preparation.....	19
8.1 Ordering a Mobile Vaccination Boxset.....	19
8.2 ICT Equipment	19
8.3 LAIV Vaccination Location	19
9. Capture of vaccination data.....	20
9.1 COVAX.....	20
9.2 Business Continuity	21
Appendix 1 LAIV School Vaccination Session Report Form	23
Appendix 2 ICT Site Checklist.....	24
Appendix 3 Process for Ordering and Support of ICT equipment	25
Appendix 4 ICT Support Model.....	27

Glossary of Terms

CCO – Chief Clinical Officer

CHO – Community Healthcare Organisation

LAIV - Live Attenuated Influenza Vaccine

NCCS – National Cold Chain Service

NIO - National Immunisation Office

SIP – School Immunisation Programme

SIT – School Immunisation Team

1. Background

The Department of Health has asked the HSE to provide the nasal flu vaccine to all children aged 2-12 years for the 2023-2024 seasonal influenza programme. Children aged 13-17 years are only eligible to get the free HSE flu vaccine if they are at high risk of flu. The aim of the influenza programme for children is to protect children from influenza related morbidity and mortality, particularly those aged under four years in whom influenza infection can be more severe. In addition, young children may shed and transmit influenza for longer than adults and are important drivers of influenza infection in the community. Therefore, reducing infection among children provides direct protection to vaccinated children and decreases transmission of flu within the wider community, providing indirect protection to those at higher risk of severe disease.

The Chief Medical Officer and HSE Public Health have outlined the requirement to deliver LAIV in the school setting. In order to focus efforts to increase access to seasonal flu vaccine in schools, the National Director of COVID Operations has agreed that COVID-19 mobile vaccination teams will provide the children's flu vaccine in schools under their own clinical and operational governance in 2023. This programme is one pathway through which a segment of the identified population will be able to access the vaccination, while GPs and Pharmacies will continue to offer this service to all eligible children. The approach is to administer LAIV on-site in schools between October & December 2023 to:

- Senior Infants in primary schools
- Eligible children in primary age special schools

2. Purpose

This document sets out guidance in relation to the standardised operational vaccination model, logistical arrangements and processes required to support the influenza vaccination of Senior Infants in primary schools and all eligible children in primary age special schools, hereafter "School Cohort 2023". The purpose is to support the operational system in delivering a high quality standardised operational approach, which is safe and accessible, and build on the learning from the established Immunisation Teams and the pilot LAIV project. This document must be used in conjunction with:

- *"Toolkit to Support the Administration of Flu Vaccination to Primary School Children in the School Setting. Seasonal Influenza Vaccination Programme 2023-2024"*
- *"Supporting Information for Staff School Immunisation Programme 2023-2024 academic year" document that should be adapted to the LAIV administration in the school setting.*
<https://www.hse.ie/eng/health/immunisation/hcpinfo/schoolproghcp/> (4 in 1 and MMR dropdown list)
- *"Covid-19 Vaccination Programme: Operational Guidance"*
<https://healthirl.sharefile.eu/home/shared/foe33072-bb47-4a1b-951e-cce43aa2dea4>
- *LAIV Clinical Guidance:* <https://www.hse.ie/eng/health/immunisation/pubinfo/flu-vaccination/information/information-material.html>

3. Scope

LAIV teams will consist of trained Vaccinators working under Master Medicine Protocol for the Administration of Live Attenuated Influenza Vaccine (LAIV), and within their scope of practice, to administer LAIV vaccination to the below School Cohort 2023, on-site in schools, under the governance of their Clinical Lead in Covid Operations.

The target uptake for School Cohort 2023 is 50% with an ambition of 75%, for schools visited during Oct – December 2023. Prioritisation of these populations based on the capacity of the teams to deliver will be:

1. Eligible children in Primary age Special Schools*
2. Senior infants in Deis Schools
3. Senior infants in Larger Mainstream Schools
4. Senior infants in Smaller Mainstream Schools

** If there are older children aged 13 – 17 years in the Primary age Special Schools, they are very likely to be in a higher risk category and should be offered LAIV as part of this programme.*

Eligible children who are not in Senior Infants or in a Special Primary School will be signposted to GPs and Pharmacies for their LAIV vaccination. Eligible children who do not avail of LAIV during the school visit can receive their LAIV at a GP or Pharmacy.

3.1 Department of Education Data

The following primary school data, which is inclusive of any Ukrainian pupils registered in schools as of September 2022, has been sourced from the Department of Education and has been reconfigured to align to the CHO boundaries as deemed best fit. More specifically, Tipperary, Wicklow and Dublin school data has been allocated to the most appropriate CHO boundary across CHO 3, CHO 5, CHO 6, CHO 7 and CHO 9 based on Eircode and/or location.

It should be noted that the following school data relates to the 2022/2023 school year and whilst it serves as an indicator in terms of current demand, it does not take account future projected student intake.

The following table outlines the number of mainstream primary schools (3,095) and the number of Special primary schools (136) combined and the **estimated** student cohort of Senior Infants in all mainstream schools and all students in all special schools (50,435) by CHO.

2022/2023 Combined Mainstream and Special School Data					
CHO	Count of Mainstream and Special Primary Schools	Enrolment of Primary School students per CHO	All Senior Infants in all mainstream schools and all students in all Special Schools	% of Primary School Mainstream and Special Primary School Students per CHO	Estimated 75% Vaccine Uptake of school population
CHO 1	421	48,336	4,271	8.7%	3,203
CHO 2	477	53,200	4,622	9.5%	3,467
CHO 3	325	45,281	4,156	8.1%	3,117
CHO 4	490	79,356	7,164	14.2%	5,373
CHO 5	382	61,456	5,762	11.0%	4,322
CHO 6	191	52,657	4,928	9.4%	3,696
CHO 7	265	67,920	6,195	12.2%	4,646
CHO 8	438	81,281	7,165	14.6%	5,373
CHO 9	242	68,645	6,172	12.3%	4,629
Grand Total	3,231	558,133	50,435	100%	37,826

4. Clinical Guidance

The NIO is the primary source of clinical guidance about national immunisation programmes, including the use of LAIV vaccine and the NIO guidance is found on the NIO website:

<https://www.hse.ie/eng/health/immunisation/pubinfo/flu-vaccination/information/information-material.html>

All LAIV teams must read this document in conjunction with the following documents:

- *"Toolkit to Support the Administration of Flu Vaccination to Primary School Children in the School Setting. Seasonal Influenza Vaccination Programme 2023-2024"*
- *"Supporting Information for Staff School Immunisation Programme 2023-2024 academic year" document that should be adapted to the LAIV administration in the school setting.*
<https://www.hse.ie/eng/health/immunisation/hcpinfo/schoolproghcp/> (4 in 1 and MMR dropdown list)
or: <https://www.hse.ie/eng/health/immunisation/hcpinfo/schoolproghcp/supportingdoc.pdf>

4.1 Vaccine Dose

The vaccine is recommended for all children aged 2-12 years and those children aged 13-17 years who are at risk of influenza related complications (see "Toolkit to Support the Administration of Flu Vaccination to Primary School Children in the School Setting. Seasonal Influenza Vaccination Programme 2023-2024"). LAIV Fluenz Tetra is a live attenuated vaccine and is manufactured by Astra Zeneca. This vaccine may be given to all eligible

children, unless contraindicated. Vaccinators should be aware that LAIV viruses cannot cause influenza as they are cold adapted and cannot replicate efficiently at body temperature.

The dose is 0.2ml - one spray (0.1ml) in each nostril. Refer to the Fluenz Tetra administration diagram (Figure 1 in "Toolkit to Support the Administration of Flu Vaccination to Primary School Children in the School Setting. Seasonal Influenza Vaccination Programme 2023-2024") for step-by-step administration instructions.

Those aged 2-8 years in a clinically at-risk group, who are at higher risk of complications from influenza, who are receiving any influenza vaccine for the first time or who have an unknown vaccination history should receive two doses of LAIV, at least four weeks apart. A full list of eligible groups for the influenza vaccines is available at www.hse.ie/flu and in the NIAC guidelines Chapter 11 available at: https://rcpi.access.preservica.com/uncategorized/IO_cd88ef19-73ea-4630-8e0c-b269c3034fa9/

For the purposes of this programme, children in high-risk groups aged 2-8 years who have never had any influenza vaccine before will be identified by the LAIV Vaccination team from the information provided on the consent form completed by parents (which includes a pre-vaccination screening questionnaire). Children in this category will be offered a dose of the LAIV in school and, following vaccination, their parents will be sent a letter by the LAIV team advising them to attend their GP or pharmacy for the second dose of LAIV four weeks after the first dose. The LAIV vaccinator should also extend the dose on Covax at time of administration (see 9.1 below).

4.2 Vaccine Ordering

The LAIV teams will be responsible for ordering sufficient vaccines to their Operational Base. The LAIV teams will bring the required vaccines to each school vaccination session adhering to cold chain protocol. Vaccines for the programme should be ordered through the National Cold Chain Service using the usual online ordering system using the following website www.ordervaccines.ie The vaccine expiry date should be checked prior to administration. It is important to be particularly aware of the short shelf-life of the LAIV compared to other vaccines when arranging and planning LAIV clinics.

Further information on Vaccine Storage and Handling is available in the document: *"Toolkit to Support the Administration of Flu Vaccination to Primary School Children in the School Setting. Seasonal Influenza Vaccination Programme 2023-2024"*

5. Governance and Communication Structures

- The LAIV Teams will operate under their own Clinical and Operational Governance. See:
 - **Clinical Governance:** “*Clinical Governance of HSE COVID-19 Vaccination Services run from Operational Bases*” is saved at: <https://healthirl.sharefile.eu/home/shared/foe33072-bb47-4a1b-951e-cce43aa2dea4>
 - **Operational Governance:** “*Covid-19 Vaccination Programme: Operational Guidance*” is saved at: <https://healthirl.sharefile.eu/home/shared/foe33072-bb47-4a1b-951e-cce43aa2dea4>
- The Schools Immunisation Teams and LAIV Teams will work together to share information regarding scheduling and schools in the area in order to minimise disruption to the schools and maximise use of resources
- The LAIV in Schools programme will be incorporated into the overall national HSE Communications Campaign for the Flu programme 2023 and the Schools Immunisation programme communication plan

6. Operational Roles and Responsibilities

LAIV vaccinators can administer the vaccines to the school children using the medicine protocols approved by the HSE without a requirement for an individual prescription. All vaccinators must complete the necessary training and be competent in providing immunisations as listed in the individual medicine protocol in line with the Immunisation Guidelines of Ireland. In the rare instance that a person meets the exclusion criteria for immunisations under the medicine protocols, and in consultation with the Clinical Lead, they may be referred to their GP for consideration on whether they may receive an alternative flu vaccine.

a. Role of LAIV team

The role of the LAIV team is:

- Establish a local working group to work with the School Immunisation Teams in each area, which will be led by the General Manager for Vaccinations or deputy.
- Send LAIV information packs to schools as early as possible for immediate distribution to parents and legal guardians.
- Schedule vaccination date/s with each school – prioritising special schools, deis, large and then small schools during Oct-December.
- Carry out screening of returned consent forms by assigned clinician under the oversight of the Clinical Lead and ensure that there is one point of contact from the HSE to parents / legal guardians.
- Clarify any queries on returned forms

- Serve as a point of contact for parents regarding any clarifications prior to signing the consent form or for communicating any changes to the child's situation following signing of consent form.
 - Carry out the vaccinations on-site in schools.
 - Working with the Admin team to arrange the issuing of the additional correspondence to parents for children who require a second dose, to inform them to go to their GPs
- Complete the vaccination session report form.

b. Role of School Immunisation Teams

The role of the School Immunisation Teams with regard to LAIV:

- Engage with the local working group to support the LAIV in Schools programme.
- Work with the LAIV teams to align the schedules and correspondence with schools.
- Engage with LAIV team to share information on schools and learning in the area.

c. Role of National Support Team (Covid Operations)

The role of the National Support Team is:

- To be a point of contact for the Covid-19 Area Leads re issues arising that need to be addressed nationally, e.g. ICT issues / Procurement issues / cold chain
- Support risk management and issue resolution
- Monitoring of activity and performance
- Supporting a standardised approach and facilitate sharing of knowledge and learnings across areas
- Ensuring communication in a standardised manner with key stakeholders as applicable

d. Role of Hospital Group / Community Healthcare Organisation Lead for Covid-19 Vaccination

The role of the HG/CHO lead for Covid-19 Vaccinations will be:

- To identify a single point of contact within their respective integrated HG/CHO area for LAIV
- A single point of contact for the National structure
- To Liaise with the Medicines Management Lead for their area in relation to:
 - Planning for vaccine requirements for forthcoming fortnight
 - Ordering vaccine
 - Transfer of stock to the appropriate Covax location
 - Preparing vaccines for transport and monitoring of temperature
 - Returning unused vaccines to Operational Base with details of temperature recordings
 - Scanning unused vaccines back onto TrackVax

The role will involve:

- Providing information from National Groups to their local management structure and vaccination teams.
- Provide feedback from the local management structures and local teams to the National Groups.
- Organise engagement with School Immunisation Teams e.g. Briefings, communication etc.

The role will have oversight for:

- Quality assurance
 - Ensuring adherence Policies, Procedures, Protocols and Guidelines (PPPG) and training
 - Audit
 - Incident Management
 - Risk Assessment & Management
- Ensuring readiness for the delivery of the LAIV Vaccine. This will include reviewing:
 - Training of staff
 - Communications and information
 - IT support and preparedness
 - Workflow processes
- Developing excellent working relationships with School Immunisation Teams.
- Feeding back information from National Groups to the vaccination teams, ensuring compliance with National Policy and Standards. This includes collating and sending the LAIV session report forms from each LAIV team back to the National Immunisation Office on a weekly basis. It will also include completing an evaluation pro-forma being developed nationally.
- Ensuring appropriate measures are taken with respect to data protection and GDPR.

e. Role of LAIV Administration Team (*some duties maybe performed by a vaccinator on day of vaccination*)

The LAIV administration Team will be responsible for the following:

- Ensuring coordinated and planned approach to the administration of the vaccine within schools
- Engaging with the LAIV Vaccination Teams in relation to scheduling of vaccinations
- Engaging with national cold chain in relation to vaccine under the direction of the Clinical or Operational Lead if required
- Registering each child on Covax (if not already registered) prior to the vaccination session, from the consent forms received including consent to process data and parents' details
- Preparing reports on activity as required
- Ensuring documentation and information materials are available
- Providing IT system support with Covax application support by creation of a service cloud case or phone 0818300300 (select option #1) – also accessible via email at covid19.support@healthservice.ie

using the case reason in the subject line

- Checking in of individual to be vaccinated
- Ensuring Covax record is updated appropriately for each child at the vaccination session
- Reviewing key data on Covax for accuracy (e.g. DOB, contact details etc) and supplement/amend as appropriate
- Rectifying Covax data quality issues where possible
- Supporting vaccinators as required
- Sending the additional correspondence to parents for children who require a second dose, to inform them to go to their GPs, under the direction of the clinical staff

Operational aspects of the programme on the day of the school vaccination session

- Before the vaccination session begins, the LAIV staff at the session must agree who is to be the “designated vaccinator” for the LAIV vaccination session and have an overall oversight for the operation of the LAIV vaccination session. This oversight role will not diminish the roles and responsibilities of all team members. The LAIV designated vaccinator may be assigned in advance, however if this person is absent or delayed another person must take on this oversight role.
- The LAIV designated vaccinator will be responsible for:
 - Ensuring all designated roles (see below) are covered
 - Ensuring the LAIV session report is completed at the end of the vaccination session, including the designated person’s name and PIN
 - Ensuring that the Pharmacists at the National Immunisation Office is contacted at 087 1881667, 087 4064810, 087 9915452 if there is a break in the cold chain.
- The LAIV team should be at the school in advance of the vaccination session to ensure that it commences promptly at the appointed time.
- Each member of the LAIV team has a responsibility to ensure the smooth through-flow and safety of students and staff at all times.
- The LAIV team will take responsibility to ensure all data is recorded on Covax accurately on the day.
- A designated person will take responsibility for ensuring that all necessary documentation and information materials are available for the vaccination session.
- A designated person will take responsibility for ensuring that all the equipment necessary for the administration of the vaccines is in compliance with best practice.
- A designated person must take responsibility for ensuring that the correct and appropriate vaccine for LAIV for School Cohort 2023 have been brought to the school vaccination session.
- A designated person will ensure that the correct vaccine type, appropriate quantity of LAIV being administered are brought to each vaccination session and that vaccines are in date and stored and

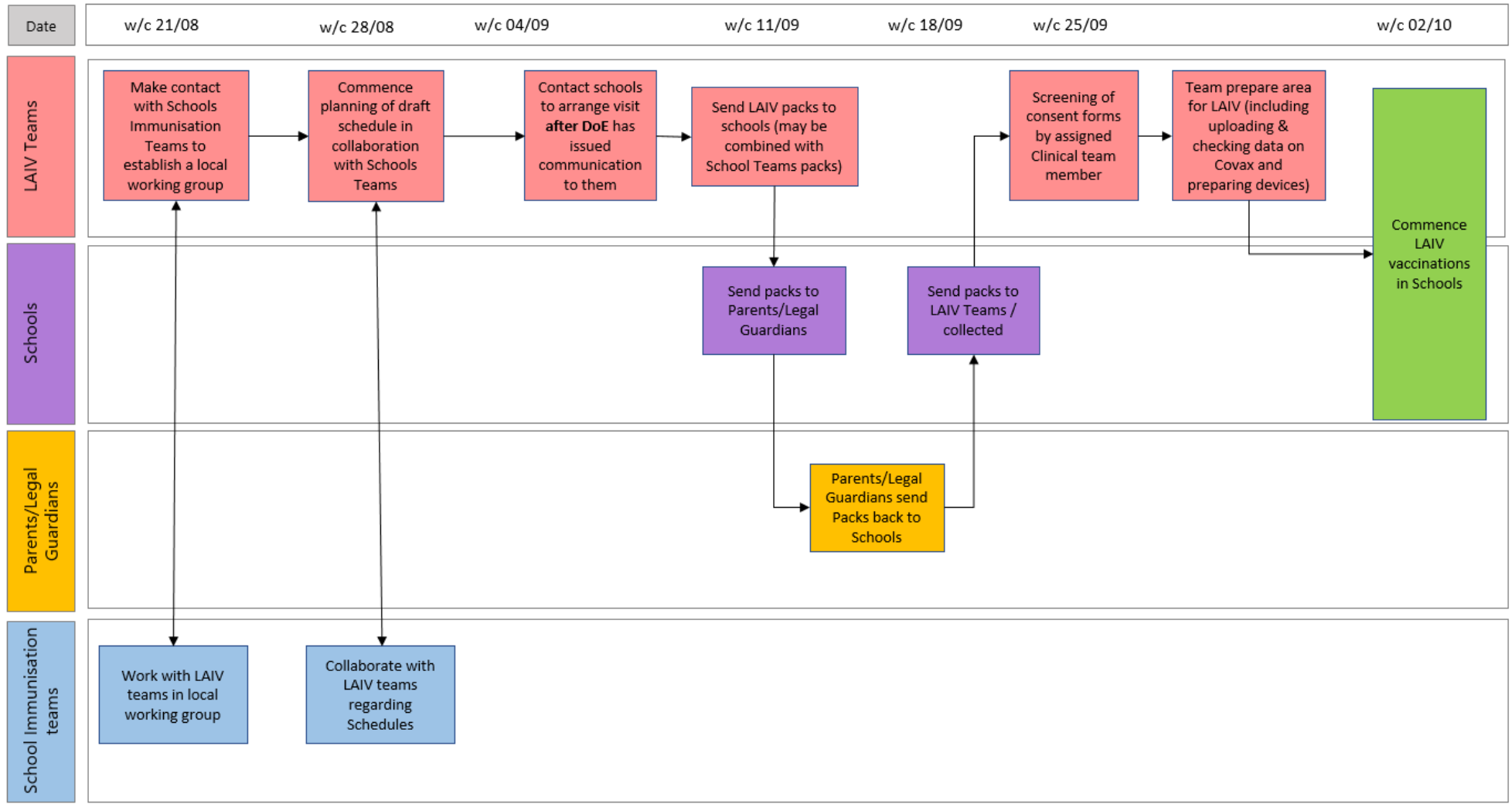
maintained within cold chain.

- A designated person will take responsibility for bringing the resuscitation kit to the schools and for ensuring that all the necessary resuscitation equipment and drugs are available and in date. These should be checked by two clinical members of the vaccination team and recorded on the LAIV vaccination session report (Appendix 1) form at the start of each vaccination session.
- At the beginning of each vaccination session, two vaccinators from the team should verify the identity, expiry dates and batch numbers of the vaccine for use on the day, and record it on the LAIV school vaccination session report form.
- The current temperature of the probe in the cool boxes at the beginning and end of the vaccination session should be recorded on the school vaccination LAIV session report form.
- The person identified as the designated vaccinator should call a “Time Out” to check all is in order before vaccinations begin.
- The designated vaccinator should also call “Time Out” where there is any change to the established routine/Flow of the immunisation session/clinic for any reason and ensure that all team members are aware of the change.
- Where LAIV Vaccinations Team and HSE Schools Immunisations teams are working together on site and there are two or more vaccines to be administered to the students at the same vaccination session, each vaccine should be kept in their original box or in a separate colour coded container.
- Ensure the post vaccination advice leaflet is provided to each student and the student’s immunisation passport is completed if it’s available. Each vaccinator is responsible for the secure disposal of sharps and clinical waste in a sharps container and for ensuring that the sharps container is secured at the end of each vaccination session and removed from the school premises as in the HSE guidelines “Healthcare risk waste management segregation packaging and storage guidelines for healthcare risk waste” 4th edition 2010, available at <https://www.lenus.ie/handle/10147/120929>.
- At the end of the vaccination session the LAIV school vaccination session report form should be completed by the designated vaccinator.
- All members of the team should be responsible for cleaning/tidying up after the vaccination session so as to ensure that the vaccination venue is left as it was found.
- Two trained vaccinators must remain at the vaccination venue for at least 30 minutes following the last vaccination.
- Students who require further vaccine doses (see 9.1) to complete a course should have a letter sent to their parent/legal guardian advising to make an appointment at a GP or Pharmacy in 4 weeks, if an address is available. If an address is not available for students, the school should be provided with sealed letters for onward distribution to parents/legal guardians of these students.

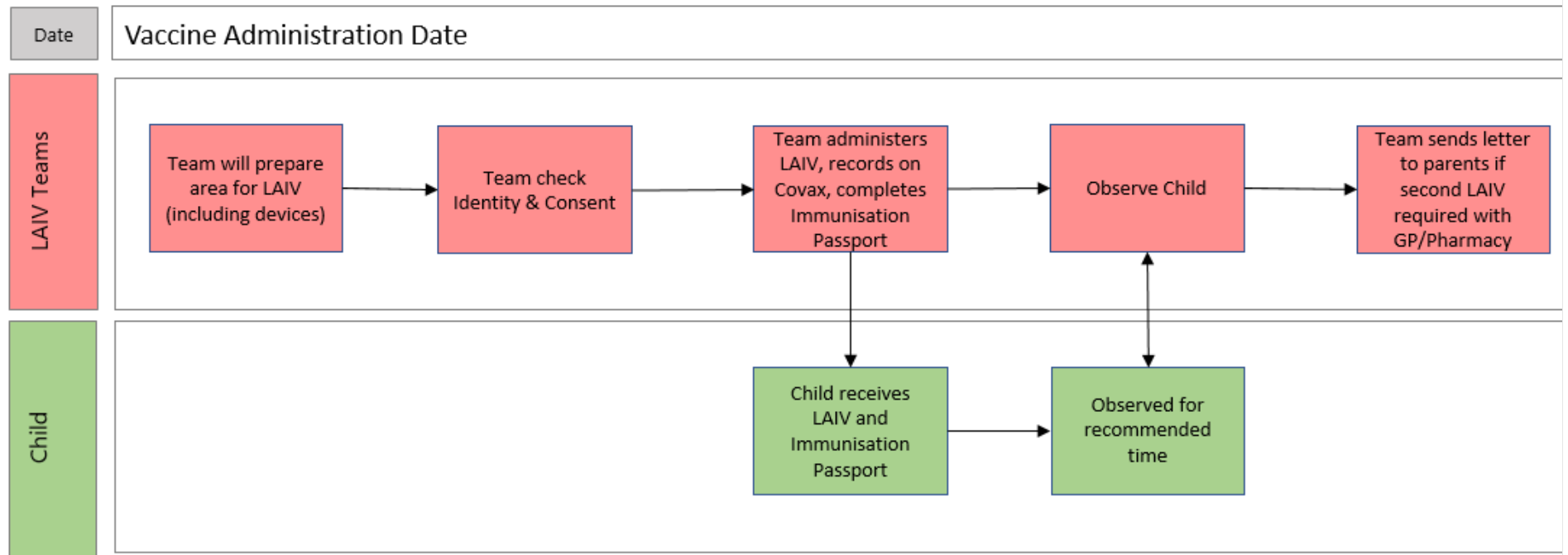
Operational aspects of the programme on the day of the school vaccination session

- The designated vaccinator of the LAIV team is responsible for returning any unused LAIV vaccine to the fridge at the Operational Base. Vaccines that are not used on a particular day and are in their original packaging and have been maintained under cold chain conditions should be returned to the vaccine fridge. They should be clearly marked so that they are used first at the next vaccination session.
- Any suspected adverse events that occur during the school vaccination session or are subsequently notified by parents or legal guardians, should be recorded on Covax and reported to the HPRA as appropriate.

School Cohort 2023 – Process Flow and Timeline



School Cohort 2023 – Patient Flow



7. Training

7.1 Vaccinator Training

HSELand has two modules within the LAIV course:

- HSELand module. At hseland.ie page go to 'Course Catalogues' at the top of page.
- Go to "Clinical Skills", then "National Immunisation Office" and find "Live Attenuated Influenza Vaccine (LAIV) 2022/2023 season" There are 2 modules within the LAIV course (pictures below):



Prior to vaccination, all clinical staff should be familiar with the following documents

- Medicines protocols and training materials for LAIV will be available at:
<https://www.hse.ie/eng/health/immunisation/hcpinfo/fluinfo/>
- Immunisation Guidelines for Ireland available at <https://bit.ly/NIACGuide>
- Summary of Product Characteristics (SmPCs) for LAIV available at www.hpra.ie
- Undertaken the HSELand Module developed on LAIV by the NIO available at www.hseland.ie
- "Anaphylactic Reactions: Treatment in the Community" protocol, in the Immunisation Guidelines for Ireland available at <https://bit.ly/NIACGuide>
- HSE Communicating Clearly with Patients and Service Users guidelines <http://bit.ly/CommClear>
- Each vaccinator must also be familiar with
 - Techniques for resuscitation of a patient with anaphylaxis and have completed a Basic Life Support training course within two years
 - Medicine protocols for LAIV and epinephrine/adrenaline, without individual prescription

Additional materials are also available:

1. Consent forms [English](#) and [Irish](#)
2. [FAQs](#) on LAIV
3. [Algorithm](#) on LAIV vaccine administration decision making

4. Flu information leaflet in [English](#) and other languages or easy read is here:
<https://www.hse.ie/eng/health/immunisation/pubinfo/flu-vaccination/information/information-material.html>
5. Post vaccination advice (will be sent as a tear pad to you with the vaccine delivery): [English](#) and [Irish](#)
6. Clinic poster: [English](#) and [Irish](#)
7. Poster in [English](#) and other languages is here:
<https://www.hse.ie/eng/health/immunisation/pubinfo/flu-vaccination/information/information-material.html>

Further material for vaccinators is available here:

<https://www.hse.ie/eng/health/immunisation/hcpinfo/fluinfo/>

There will be NIO webinar provided for mobile vaccinators who are part of this programme, before the programme starts, and this will also be available as a recording.

7.2 Children First Training

Ensure all staff have completed Children First Training on HSE Land ([An Introduction to Children First](#)) and maintain a copy of their certificate of completion on file. Staff with limited English may still use the translated posters/leaflets as an alternative to the e-learning module.

Staff must also be provided with a copy of the HSE Child Protection and Welfare (CPW) Policy (<https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/hsecpwpolicy.pdf>) Staff must sign a copy of Appendix 3 of this policy document, confirming they have read and understand the HSE CPW Policy.

The Children First posters have been updated to include a QR code, which will translate the poster into a number of languages:

<https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/children-and-young-people/being-safe-and-asking-for-help.pdf>

<https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/children-and-young-people/supervision-of-children-poster.pdf>

7.3 Legal basis for consent

All LAIV staff involved in the consent process (vaccinators, administrators who will be checking consent, Clinical Leads who might be called to answer questions) must complete the module on consent for young people aged under 16 years old COVID-19 vaccine programme on HSEland.

Staff checking consent should be aware of who can consent:

<https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/who-can-give-consent-for-young-people-aged-under-16.pdf>

Please also refer to Section 3.5.1 “Consent” in the document “Supporting Information for the Administration of Flu Vaccination to Children and Young People in Central Vaccination Clinics”:

<https://www.hse.ie/eng/health/immunisation/hcpinfo/fluinfo/laivcvcs.pdf>

7.4 COVAX Training

HSE Covax Training information can be accessed via the following link:

<https://www.hse.ie/eng/health/immunisation/hcpinfo/hsecovid19vms.html>

Covax Training Material can be accessed via this MyTrailhead link: <https://hsecovax.my.trailhead.com/trails>

8. Clinic Preparation

8.1 Ordering a Mobile Vaccination Boxset

Each Operational Base will be provided with Mobile Kits, which will support the delivery of the LAIV clinics.

If Mobile Clinic Vaccination Box Sets are required, advance notice to Vaccine Operations and ICT teams should be given - recommended a minimum of 10 days in advance - via an email to covidcentre.devices@hse.ie and fill out the LAIV 2023 Device Requests template. See Appendix 3

8.2 ICT Equipment

Each LAIV Mobile Vaccination Boxset (MVB) contains:

- 1 x Covid Generic Laptop
- 3 x Samsung Tablets
- 1 Router (B818 or B535)

8.3 LAIV Vaccination Location

To set the location of a school as a Vaccinator Clinic Location, search for the school using the schools Eircode and select the school returned to set the Vaccinator Clinic Location. Where a school is not returned in the search, a vaccinator should set their Vaccinator Clinic Location to their assigned base location.

Vaccinator Clinic Location

You are currently logged in as:

[REDACTED]


Your current vaccinator location is set to:

Carrigaline Community Special School

If you would like to change this, please confirm this via checkbox below and continue.

☒ I confirm I want to change my location

Location

 **SAPLINGS CARLOW SPECIAL SCHOOL**
KILLESBIN CARLOW, LAOIS, R93P2X3 - 432854

9. Capture of vaccination data

9.1 COVAX

In advance of LAIV Clinic

- Refer Appendix 2 and complete Checklist.
- Following receipt of consent packs, and clinical review completed, client registration confirmed or new client registered on COVAX.
- All persons who were previously in receipt of a COVID-19 vaccine course or previously received LAIV will already have a full record available within the Covax system. Where a person was not previously in receipt of a COVID-19 or LAIV vaccine it will be necessary to create a new account at time of registration.
- Check client has not received LAIV vaccine.
- Vaccine course added for client.
- Consent / eligibility completed based on information on form provided.
- Create walk-in appointment for client (this can be created in advance or on the day).

On Clinic day:

- Access Covax (Kiosk Mode).
- Set Vaccination location as the school they are vaccinating in (searching on Eircode) and where a

school is not returned in the search, set the location to the vaccinator's assigned base location.

- Search and locate client.
- Check client has not already received LAIV vaccine in Autumn 2023.
- Create walk in appointment for client if not already created.
- Administer vaccine through normal vaccine flow.
- All data associated with LAIV vaccination must be captured within the Covax system at the time of vaccination. Where connectivity is an issue please refer to Business Continuity Section.
- Children receiving LAIV will be categorised under the relevant location.

Post Clinic:

- Refer Appendix 2 for Checklist.
- Complete review to ensure all vaccinations have been recorded on Covax.

9.2 Business Continuity

In the event of ICT failure where online systems, such as Covax, are unavailable, the LAIV vaccination clinics should use pen and paper to record information. Suitable materials must be available to staff in this event and Teams may print the list of names of in advance of each clinic in order to mitigate for any connectivity issues.

Where connectivity is an issue, data must be captured within 48 hours of vaccination session. During a time of connectivity issues LAIV teams will be required to work with their administration support at operational base to create new accounts for students presenting with completed consent forms on the day and to address any other Covax queries.

9.3 Support Process

Current Mobile Team Equipment Support Process

The current arrangement for issues with mobile team equipment will continue and are as follows:

- Notify any device issues to Covid Devices team at 0818 300 300 – **Option #1. This support line is available 8am to 8pm, 7 days a week. Provide the relevant device Asset Tag when logging a call**
- Any device queries relating to a new mobile boxset or extra elements can be directed to the Covid Devices team at 0818 300 300 Option #1.

- LAIV Mobile Vaccination Box Set(s) will be stored at Operational Bases.
- More than one LAIV Mobile Vaccination Box Set may be required depending on numbers.

High Level ICT Support Model:

The below high-level support model principles have been recommended:

- Super User at each Base location (Admin lead/Data Quality).
- Self-directed learning via MyTrailhead supported by Train the Trainer model
- Central Repository of SOPs and Guides for resolution.
- Escalation pathway with quick resolution processes (refer Covid Operational Base Guidance and Appendix 4).
- Service Cloud to continue as the primary support tool for all calls and leverage the knowledge article functionality to support users.

Appendix 1 LAIV School Vaccination Session Report Form

Available at: <https://health1.sharefile.eu/home/shared/fo0d129e-a2b6-4942-b61a-41d7791f1d0f>



Administration of Flu Vaccination- LAIV School vaccination session report form

LHO _____

School Roll Number	Date: / /	
School Name:		
School address:		
Principal:		Tel:
Emergency drugs and equipment checked _____		
Signature: _____		Signature: _____
Vaccine (Brand name)	Batch Number 1	Batch Number 2

Add temperature and initials in space provided

Temperature & time	Before leaving HC;		Start of session;		End of session;		On return to HC fridge;	
Box 1	Temp		Temp		Temp		Temp	
Box 2	Temp		Temp		Temp		Temp	
Box 3	Temp		Temp		Temp		Temp	
Box 4	Temp		Temp		Temp		Temp	

LAIV

	Senior Infants (in mainstream schools complete this column)	All children (in primary-age special schools complete this column)
Target population		
Previously vaccinated this season in primary care		
Total number vaccinated in school		
Number contraindicated		
No consent		
Consent refused by parent		
Form not returned		
Other (e.g. consent missing vital clinical information so is not valid or signed by someone other than legal guardian)		
Not vaccinated although valid consent and not contraindicated		
DNA or absent		
Refused on the day		
Deferred		
Other		
Number identified as needing a 2 nd dose of LAIV and referred to primary care		

Session Start Time	End Time	Session Type	AM	PM	All Day	
Number of HSE staff at school vaccination session: doctors =					nurses =	admin =
Signature of person filling in form: _____			Date: / /			
Print name in block capitals: _____						

Definitions

- LAIV= Live attenuated influenza vaccine (nasal flu vaccine for children; Fluenz Tetra)
- Target Population = All children in senior infants in mainstream schools on the school register on 30th September 2023 or all children in primary-age special schools on the school register on 30th September 2023
- Total number vaccinated in school = number given LAIV vaccinated in schools
- Number in school identified as needing 2nd dose of LAIV = those children identified as getting 1st dose LAIV in school in 2023/24 and a small number need a second dose (e.g. children aged 2-8 years in a clinically at risk group and receiving any flu vaccine for the first time this season need a second dose of LAIV 4 weeks later).
- Refer to the "Flu Vaccine for children 2023/24" algorithm to identify children who require a 2nd dose of LAIV or are contraindicated for LAIV and recommended a QIV instead:

<https://www.hse.ie/eng/health/immunisation/pubinfo/flu-vaccination/information/information-material.html>

August 2023

Appendix 2 ICT Site Checklist

IT Equipment Checklist	
At Operations Base - Prior to LAIV Mobile Vaccination Team visit	
Calculate how many Mobile Boxsets are required for the visit	
Check Equipment lists in each Mobile Vaccination boxset	
Ensure all devices are charged	
Ensure that users can login to all devices	
Ensure device can connect to available Wifi/Broadband	
Ensure that users can login to Covax on all devices	
Boxsets are preconfigured to work together – Keep them together at all times	
Ensure that the facility record for the school site is set up on Covax. If not available, set location to Operational Base	
Notify any device issues to Covid Devices team Via 0818 300 300 (select Option #1)	
At LAIV Mobile Vaccination site	
Never leave laptops or tablets unsecured or unattended	
Test connection to available Network/Wifi/Broadband (if connectivity issues refer to business continuity section)	
After Return of LAIV Mobile Vaccination Team to Operations Base	
Ensure all devices are in the correct preconfigured boxset	
Put all devices in secure storage	
Charge all devices	
Notify any device issues to Covid Devices team Via 0818 300 300 (select Option #1)	

Appendix 3 Process for Ordering and Support of ICT equipment

ONLY approved LAIV Device Requestors (see next page for process to set up Requesters) can send initial LAIV BoxSet requests to covidcentre.devices@hse.ie

All subsequent requests for extra sets or elements should be logged to Covid Support on 0818 300 300 Option #1.

Process for Ordering Hardware for the LAIV campaign 2023/2024:

- **ONLY** orders submitted by those on the approved requestor list (next page), will be accepted.
- The LAIV 2023 device request template **must** be completed in full before it is submitted. Template available at: <https://healthirl.sharefile.eu/home/shared/foe33072-bb47-4a1b-951e-cce43aa2dea4>
- Email orders to covidcentre.devices@hse.ie
- Subject line of email to contain the following "LAIV 2023 device request - Requestor Name - CHO ".
E.g: LAIV device request - Mary Bloggs - CHO 1
- **Mobile** phone numbers **must** be provided in the LAIV 2023 device request template for 1) The Approved LAIV Lead **and** 2) The identified site Delivery Contact (to avoid failed delivery attempts).
- Each LAIV BoxSet contains 1 x Laptop - 3 x Tablets - 1 x Router
 - Column K to be completed for order of LAIV BoxSets based on estimated concurrent usage.
 - **Extra** elements can be ordered subsequently via 0818 300 300 Option #1
- For each structured LAIV vaccination clinic, you will also need a router if there is no WiFi at the school/location.
- Where possible, order the total number of BoxSets that will be needed in each area, i.e. CHO / Hospital Group, in one LAIV 2023 device request template.

Support for Devices for LAIV campaign 2023

- Contact the Covid Support Team at 0818 300 300 (select **Option #1**)
- This support line is available **8am to 8pm, 7 days a week**
- Provide the relevant device Asset Tag when logging a call

Note: Devices supplied will be replaced in the unlikely event of devices failing.

LAIV Approved Device Requestors (min 2 per Area)
CHO Leads to send this information to: covid.and@hse.ie

CHO	Name	Position	Mobile number	Email address	Operational base
CHO1					
CHO2					
CHO3					
CHO 4					
CHO5					
CHO6					
CHO7 & DML					
CHO8					
CHO9					

Add more rows as required

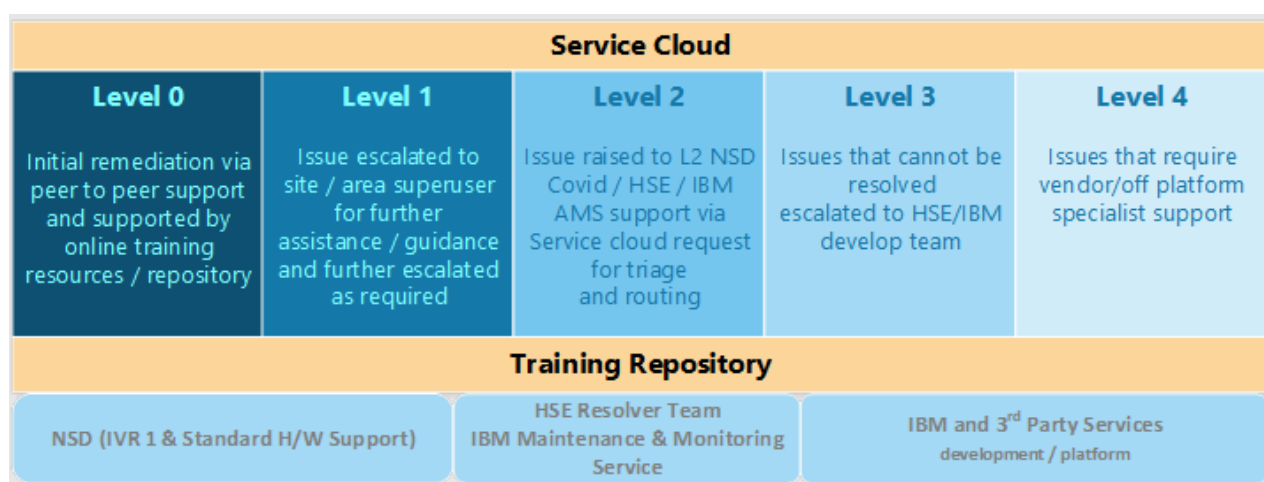
Appendix 4 ICT Support Model

1. ICT Support Model

The following high level support model has been proposed:

- Super User model approach to be adopted for each Base location
- Train the trainer model to be adopted.
- MyTrailhead primary training solution to support all users.
- Central Repository of SOPs and Guides for issues resolution.
- Escalation pathway with quick resolution processes (suitably experienced points of escalation).
- Hardware issues to be manage through existing remote hardware support model.
- Service Cloud to continue as the primary support tool for all calls and leverage the knowledge article functionality to support both the Level 0 and Level 1 support issues.

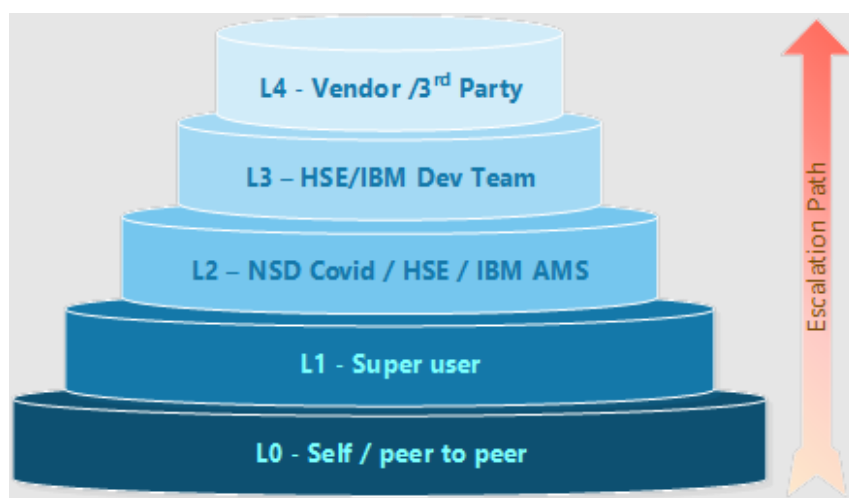
Figure 1 - Covax ICT Support Model



2. User Support Model

Based on a super user model the following proposed user support / escalation model is to be adopted

Figure 2 – Proposed User Support Model



Current Mobile Team Support Process

The current arrangement for issues with mobile team equipment will continue and are as follows:

- The existing support model is still in place regarding Covid devices at a site – if a site has any issues with a Covid device they log a ticket with the Covid Support Team at 0818 300 300 – **Option #1**
- Issues with HSE devices, user logs a ticket with the NSD via Ivanti
- Any device queries relating to a new mobile boxset model can be directed to the Covid Vaccine Devices Team covidvaccine.devices@hse.ie
- Mobile Vaccination Box Set(s) will be stored at Operational Bases
- More than one Mobile Vaccination Box Set may be required depending on numbers

Covax Application Support

- This service is available to Covax users to raise a request or issue related to the Covax application. A request / issue can be raised via either a service ticket on Service Cloud or by email.
- To log a request / issue via email please send the details of the request / issue to the Covax Support Service Desk at covid19.support@healthservice.ie
- For Covax application support requests please refer to the Appendix for Case Reason / Sub reason as detailed in Covid-19 Operational Guidance.

For Devices / ICT Hardware / Network and Connectivity Issues

- Please call **0818 300 300** (select option #1). The Covid National Service Desk will assist you with your query. This helpline is available 7 days a week from 8am to 8pm.