Medicine Protocol for the Administration of Meningococcal Group C conjugate vaccine (Menjugate) by registered nurses and registered midwives

This medicine protocol is a specific written instruction for the administration of Menjugate Vaccine to students in Second Level School by registered nurses and registered midwives. **This medicine protocol is valid for the 2018/20189 HSE School Immunisation Programme.**

This medicine protocol enables registered nurses and midwives employed in the voluntary and statutory services of the HSE who have undertaken the required education and training programmes to administer Meningococcal Group C conjugate vaccine (Menjugate) with reference to and guidance from Nursing & Midwifery Board of Ireland, National Immunisation Advisory Committee, National Immunisation Office, HSE and in accordance with the Summary of Product Characteristics for Meningococcal Group C conjugate vaccine (Menjugate) as detailed by the Health Products Regulatory Authority at **www.hpra.ie**:

- Health Services Executive (2016) *Directions for Nurses and Midwives for the Management of a Patient who Develops Anaphylaxis incorporating Medicine Protocol for the Administration of Epinephrine (Adrenaline) injection BP 1:1000 by intramuscular injection by nurses and midwives for the management of a patient with anaphylaxis*. Dublin: Health Service Executive


The Nursing and Midwifery Board of Ireland defines medicine protocols as “written directions that allow for the supply and administration of a named medicinal product by a nurse or midwife in identified clinical situations. A medicine protocol involves the authorisation of the nurse/midwife to supply and administer a medicine to groups of patients in a defined situation meeting specific criteria and who may not be individually identified before presentation for treatment. An individually named prescription is not required for the supply and administration of medication when a medication protocol is in effect” (An Bord Altranais, 2007).
## Medicine Protocol for the Administration of Meningococcal Group C Conjugate Vaccine (Menjugate) by registered nurses and midwives to students in Second Level School through a School Immunisation Programme

<table>
<thead>
<tr>
<th>Document reference number:</th>
<th>ONMSD 2018-018</th>
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### 1.0 Critical Elements

**Name of Organisation where protocol applies**

Health Service Providers across the voluntary and statutory services of the Health Service Executive (HSE). This Medicine Protocol applies to:
- Registered nurses and midwives involved in the supply and administration of the Menjugate vaccine to students in second level school through a School Immunisation Programme.

**Date the protocol comes into effect**

September 2018

**Date for review of protocol**

May 2019

**Document prepared by:**

Office of the Nursing and Midwifery Services Director (ONMSD) HSE, in collaboration with the National Immunisation Office (NIO) at the request of Dr Kevin Kelleher, Assistant National Director Public Health, National Office for Public Health/Child Health, Strategic Planning and Transformation, HSE

**Names and Signatures of the employing authority who is authorising the implementation of the protocol**

> "On behalf of the authority employing professionals authorised to administer under this medicine protocol, I have read this medicine protocol and authorise its implementation"

**Name:** Dr. Kevin Kelleher, Assistant National Director Public Health, National Office for Public Health/Child Health, Strategic Planning and Transformation, HSE

**Signature:**

**Name:** Dr Colm Henry, Chief Clinical Officer, HSE

**Signature:**

**Name:** Ms Mary Wynne, Nursing and Midwifery Services Director, HSE

**Signature:**

Medicine Protocol for the Administration of Meningococcal Group C Conjugate Vaccine (Menjugate) Version 1, 2018
### 2.0 Clinical Criteria

| Clinical Condition for use of the protocol | The clinical condition for which this medicine protocol has been developed is for the active immunisation against and prevention of Meningococcal Group C (Men C) disease. |
| Circumstances in which the medicine protocol applies | The School Immunisation Programme (SIP) will be delivered annually by the Health Service Executive (HSE) Menjugate is given as a vaccination for first year students in second level schools (or age equivalent) [http://www.hse/eng/health/immunisation/hcpinfo/guidelines/](http://www.hse/eng/health/immunisation/hcpinfo/guidelines/) For 2018/2019 Menjugate may also be given, to students who are outside the First year cohort group whose parents/legal guardians request Menjugate vaccine and students in school outside first year (in 2018/2019) age 16 years of age or older who request Menjugate vaccination*.  
*Menjugate vaccine should only be offered to students who commenced in 1st year since 2014/15.* |
| Inclusion criteria for students treatment using the medicine protocol | Students in 1st year of second level school and age equivalent in special schools and home schooled students See [http://www.hse.ie/eng/health/immunisation/pubinfo/schoolprog/4in1mmr/schoolguidelines.pdf](http://www.hse.ie/eng/health/immunisation/pubinfo/schoolprog/4in1mmr/schoolguidelines.pdf) For 2018/2019 Menjugate may also be given to students who are outside the First year cohort group whose parents/legal guardians made contact with the vaccination team and requested that their unvaccinated child receives Menjugate vaccine and students in school outside first year (in 2018/2019) age 16 years of age or older who request vaccination*.  
*Menjugate vaccine should only be given to those who have been in 1st year since 2014/15.* Students with valid consent. |
| Exclusion criteria for students when using the medicine protocol | A known history of anaphylactic or hypersensitivity reaction to Menjugate or any of its components  
Acute febrile illness: The presence of a minor infection such as a mild upper respiratory infection or low grade fever is not a contraindication to immunisation.  
Students with a contraindication to intramuscular injection (haematological disorder/coagulation disorder e.g. haemophilia, severe thrombocytopenia). Students who are immunocompromised either due to disease or treatment. |
| Actions to be taken for those who are excluded from the Protocol | • All students meeting exclusion criteria must be referred to the medical practitioner for an individual assessment. |
- Document action in clinical notes
- Where Meningococcal Group C Conjugate Vaccine (Menjugate) is prescribed following medical assessment, the nurse or midwife may administer Meningococcal Group C Conjugate Vaccine (Menjugate) within their scope of practice.

*Note: In determining their scope of practice, nurses and midwives must make judgements about their competency to carry out a role or activity (NMBI, 2015).*

### Description of circumstances and referral arrangements when further advice or consultation is required

Refer the student to the Medical Practitioner in the event of:

- Adverse reaction
- Other clinical concerns

### Documentation required to support implementation of the medicine protocol

A consent form must be completed by the parent/legal guardian for all students who receive the vaccine. Appropriate details including the batch number must be recorded on the consent form.

The following documents will be available at each school vaccination session:

- Vaccination session forms
- Blank Vaccine consent forms
- Patient held record cards
- Health Products Regulatory Authority Adverse Reaction Reporting forms
- HSE Incident/near miss report forms (NIRF, 2017)
- Tear pads post vaccination

- It is the responsibility of each nurse or midwife to be familiar with the appropriate documentation to support the safe administration of Menjugate vaccine which includes the following:
- Guidelines for Staff: School Immunisation programme 2018/2019

Medicine Protocol for the administration of Menjugate vaccine by registered nurses and registered midwives through the School Immunisation Programme to students in second level school and age equivalent in special schools and home schooled students and students outside first year (in 2018/2019) less than 16 years of age whose parents/legal guardians request vaccination and students outside first year (in 2018/2019) 16 years of age or older who request vaccination*

*Menjugate vaccine should only be given to students who commenced in 1st year since 2014/15.


### 3.0 Name of Medicine

**Link to Medicine**

Meningococcal Group C Conjugate Vaccine (Menjugate) 2018/2019
| Details of product information and other data including instructions for supply and administration is available from the Health Products Regulatory Authority at [www.hpra.ie](http://www.hpra.ie) | Link to Summary of Product Characteristics: [http://www.hpra.ie/img/uploaded/swedocuments/LicenseSPC_PA0919-004-003_09032016102057.pdf](http://www.hpra.ie/img/uploaded/swedocuments/LicenseSPC_PA0919-004-003_09032016102057.pdf)  
| --- | --- |
| Procedure for management, reporting and documentation of errors and near misses involving the medication | In the case of medicine errors that directly involve the student, i.e. wrong medicine/patient/dose/route being administered or another medicine error, the registered nurse or registered midwife must remain with the student and closely monitor them for any adverse reactions.  
Vital signs should be recorded and the student should be reviewed by the registered nurse/midwife and medical practitioner.  
The incident must be reported to the relevant line manager as soon as possible.  
The incident and all actions taken must be promptly recorded in the student’s documentation/notes and the relevant report form completed.  
The incident and all sections taken must be promptly recorded and the relevant National incident Management Report Form completed (National Incident Report Form (NIRF-01-V09)) (Jan 2017): [https://www.hse.ie/eng/about/qavd/incident-management/nirf-01-v09-person](https://www.hse.ie/eng/about/qavd/incident-management/nirf-01-v09-person)  
The student’s parent and/or legal guardian must be informed of the incident.  
An incident report form must be completed by the registered nurse or registered midwife and forwarded to the relevant line manager as per local policy.  
Any suspected adverse reactions associated with medication errors must be reported to the HPRA as outlined below. |
| Procedure for reporting Adverse Drug Reactions to the Health Products Regulatory Authority (HPRA) | All adverse drug reactions or suspected adverse drug reactions following administration of the vaccine must be reported as soon as possible in accordance with criteria outlined by the Health Products Regulatory Authority (HPRA).  
Reporting of suspected adverse reactions may be carried out on line at [http://www.hpra.ie](http://www.hpra.ie) or through use of the yellow card system which is available in a downloadable format from the HPRA website, or on request from the HPRA.  
The incident and all actions taken must be promptly recorded in accordance with the *Management of a Patient with Anaphylaxis* HSE (2018) – available online at [http://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/Anaphylaxis.pdf](http://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/Anaphylaxis.pdf) |
| Resources and equipment required | • Vaccine (pre-filled syringe)  
• Fridge/Cooler box with minimum/maximum thermometer to maintain cold |
### 4.0 Information for student/parent/guardian

<table>
<thead>
<tr>
<th>Advice to be given to the student/parent/legal guardian before treatment</th>
<th>HSE Menjugate Information leaflet must have been supplied with the Consent form to each student/parent/legal guardian prior to administration of the vaccine.</th>
</tr>
</thead>
</table>
| Advice to be given to the student/parent/legal guardian after treatment | **After Treatment**
An Information Tear Pad, stating date and time of vaccination must be given to all students for parental/guardian’s attention. The Tear Pad includes advice about contacting relevant medical personnel in the event of adverse reaction occurring following administration of the vaccination.

The student must be advised to remain seated in the post vaccination observation area for 15 minutes to allow monitoring of any immediate reaction including possible anaphylactic reaction and must be advised to report any side effects to the registered nurse or registered midwife. |
| Details of any necessary follow-up, action and referral arrangements | In the event of an adverse reaction the nurse/midwife must ensure that all procedures are adhered to as outlined in Section 3. |

### 5.0 Staff authorised to use this medicine protocol

<p>| Professional qualifications, training, experience and competence required prior to working under this medicine protocol | Registered nurse or registered midwife, maintained on the live register of The Nursing and Midwifery Board of Ireland. Education programme for nurses and midwives on the use of <em>Medicine Protocol for the Administration of Meningococcal Group C Conjugate Vaccine (Menjugate)</em> through a... |</p>
<table>
<thead>
<tr>
<th><strong>School Immunisation Programme</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support for Health Care Workers within the last two years.</td>
</tr>
<tr>
<td>Approved Anaphylaxis Treatment programme initially, with updates every two years to maintain individual competence <a href="http://www.hseland.ie">www.hseland.ie</a></td>
</tr>
<tr>
<td>Competency in Injection Technique</td>
</tr>
<tr>
<td>Recommended E-Learning programme on <em>Medicines Management</em>, available at <a href="http://www.hseland.ie">www.hseland.ie</a></td>
</tr>
</tbody>
</table>
References

Health Products Regulatory Authority available at www.hpра.ie (accessed 25th February 2018)

Health Service Executive (2018) Directions for Nurses and Midwives for the Management of a Patient who Develops Anaphylaxis incorporating Medicine protocol for the Administration of Epinephrine (Adrenaline) injection BP 1:1000 by intramuscular injection by nurses and midwives for the management of a patient with anaphylaxis. Dublin: Health Service Executive


Meningococcal Group C Conjugate Vaccine (Menjugate) GlaxoSmithKline Summary of Product Characteristics and Patient Information Leaflet, updated February 2018. Available at www.hpра.ie

Irish Medicines Board (Miscellaneous Provision) Act 2006 (No. 3 of 2006) (Section 10(1(ii)). Dublin: Stationery Office


National Immunisation Advisory Committee Immunisation Guidelines for Ireland Dublin: Royal College of Physicians Ireland (Online Update available at http://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/


29 July 2011

Mr. Michael Shannon
Assistant National Director,
Clinical Strategy and Programme Directorate, Health Service Executive
Dr. Steeven’s Hospital
Dublin 8

Dear Mr. Shannon,

Thank you for informing An Bord Altranais of the current work undertaken by the Office of the Nursing and Midwifery Services Director in relation to the national programme for the administration of the immunisations by nurses and midwives as part of the school immunisation programmes provided by the Health Service Executive. I note your request for professional guidance from An Bord Altranais regarding the scope of practice of nurses and midwives administering vaccines under medication protocol.

An Bord Altranais has published detailed guidance for developing medication protocols and general information about the professions’ role in vaccinations in Guidance to Nurses and Midwives on Medication Management (2007) and the e-learning programme Guide to Medication Management (An Bord Altranais and the National Council, 2007).

The Nursing Board recognises and supports the role of the registered nurse and midwife in utilising the medication protocol for the administration of immunisations to children as part of the school immunisation programme. We note the key supports for registrants’ scope of practice in implementing these medication protocol have been incorporated in the individual content of the medication protocols in association with reference to the education and clinical supports as you have outlined in your letter.

An Bord Altranais recognise that the HSE medication protocols complement the guidance of the Nursing Board and facilitate the achievement and maintenance of professional competency and outline the accountability of the nurse/midwife asked to participate with this medication protocol.

I hope this information is of assistance to you.

Yours sincerely,

Dr. Maura Fitzgerald
Chief Executive Officer

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1 Tetravac vaccine, IPV Infanrix vaccine, Priorix vaccine, M-M RVAXPRO vaccine and Boostrix vaccine