

# Influenza Vaccine for Department of Education Staff PHC Remote Information Sheet

A seasonal influenza vaccine is made available each year prior to the flu season. This Information sheet provides guidelines for the provision of the Influenza Vaccine to Remote NT Department of Education (DoE) staff.

Authorisation for Nurses, Midwives and Aboriginal and Torres Strait Islander Health Practitioners (ATSIHPs) to administer Influenza Vaccine is based on:

- Section 250 of the [Medicines, Poisons and Therapeutic Goods Act](#). See [Government Gazette S34](#)
- [Vaccination Schedule when Administering Workplace Staff Immunisation Program Vaccines to Adults in the Northern Territory \(NT\) Scheduled Substance Treatment Protocol](#)

This information must be read in conjunction with the existing endorsed information:

- [DoH Influenza information](#)
- [Immunise Australia Program](#)
- [National Immunisation Program Schedule \(NIPS\)](#)
- [The Australian Immunisation Handbook](#)
- [Immunisation Health Professionals](#)
- [Section 250 – Medicines, Poisons and Therapeutic Goods Act PHC Remote Guideline](#)

## Background

The Australian Government funds an annual vaccination program to vaccinate those Australians identified as being significantly at risk of influenza related harm. **All remote health centres offer the National Immunisation Program (NIP) influenza vaccination at no cost to people that fall within the criteria listed in Box 1.**

### Box 1: Eligibility for NIP seasonal influenza vaccination

The following individuals are eligible to receive the influenza vaccine under this program:

- All pregnant women (any trimester)
- All persons 65 years of age or older
- All Aboriginal and Torres Strait Islander people aged 15 years and over
- All Aboriginal and Torres Strait Islander people aged over 6 months to less than 5 years of age
- All infants/people aged six months and over with medical conditions predisposing them to severe influenza, namely:
  - cardiac disease
  - chronic respiratory conditions
  - chronic illnesses requiring regular medical follow-up or hospitalisation in the preceding year
  - chronic neurological conditions
  - people with impaired immunity
  - children aged six months to 10 years receiving long term aspirin therapy

The Department of Education (DoE) has committed to fund an additional influenza vaccination program for employees and NTG School Council members that do not already meet the criteria listed in box 1. In remote areas the vaccinations for this program will be administered by Nurses, Midwives or Aboriginal and Torres Strait Islander Health Practitioners (ATSIHPs).

*Note: Those persons wishing to receive the influenza vaccine that **do not** fulfil the criteria listed in Box 1 and are not funded by DoE will be advised to obtain a prescription from a Medical Practitioner. The prescription can then be filled by a private pharmacy using the usual supply mechanisms.*

## Practice Points

### 1. School Principal

The School Principal will be the person responsible for liaising with the health centre regarding the logistics of the vaccination program. The responsibilities of the School Principal include:

- To produce and maintain an [Influenza Vaccination for Department of Education Staff Booking List](#) of all eligible vaccine recipients wishing to receive the seasonal influenza vaccine.
- To provide the remote Primary Health Care Manager (PHCM) with the booking list of all approved vaccine recipients wishing to receive the vaccine. The list must be provided as early as possible prior to the date of vaccination. Stock delivery times may be up to one month in remote areas.
- To arrange with the PHCM a suitable date, time and location (ie on site or at the health centre) for vaccinations to be administered.
- To inform all eligible vaccine recipients of the date, time and location of vaccination.
- In areas where some recipients are unable to receive the vaccine on the scheduled date, a second vaccination date may be negotiated between the School Principal and the PHCM.
- If conducting an onsite clinic at a school, the School Principal will arrange a suitable room with desk and chairs to allow for private consultation and a waiting area for staff prior to and post consultation; and provide appropriate induction and support for the Nurse, Midwife or ATSIHP.
- To provide on the ground coordination on the scheduled vaccination date. This includes organising all vaccine recipients into an orderly schedule and ensuring each vaccination recipient signs against the booking list upon receiving the vaccine.

### 2. Health Centre Staff only

#### 2.1. Ordering Vaccines for the DoE influenza vaccination program

- Each School Principal will provide their health centre with a booking list of approved vaccine recipients as soon as possible prior to the scheduled vaccination date. The health centre should order one influenza vaccine for each approved DoE funded recipient on the list.
- Only order vaccines for those DoE staff members that do not fit the NIP criteria. NIP funded stock must be used to vaccinate all people that fit the NIP criteria.
- Vaccines for the DoE vaccination program must be ordered using the [Influenza Vaccination for Department of Education Staff Booking List](#) only. Orders must be sent to the Regional Hospital Pharmacy for supply.
- The PHCM should advise the School Principal of any delays to the delivery of the influenza vaccine stock and reschedule the vaccination date if required.

## 2.2. Equipment Required for Emergency Management of Anaphylaxis

It is important that practitioners are prepared for the unlikely event of a serious adverse event following immunisation. The following items must be present in the consultation room or location where the vaccine is administered:

<a href="#">Anaphylaxis Kit</a>	<a href="#">Airway Kit</a>	<a href="#">CARPA STM</a>
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## 2.3. Consent

Informed verbal consent from each vaccine recipient must be obtained prior to administering the vaccine.

## 2.4. Documentation - Recording Vaccinations

- The Nurse, Midwife or ATSIHP administering the vaccine should record each vaccination in line with remote health protocols (i.e. in the immunisation section of the client's electronic health record)
- Additionally each vaccine recipient will be required to sign for receipt of vaccination on the DoE Influenza Vaccination Program Booking List - Form previously provided to the remote health centre. This will act as the vaccination attendance record for ledger transfer facility (LTF) purposes. Note that all vaccines ordered as DoE funded vaccines will be charged including those who do not present for vaccination.

## 2.5. Post Vaccination Program

At the conclusion of the annual DoE influenza vaccination program, the PHCM must send a copy of the completed DoE Influenza Vaccination Program Booking List - Form to the PHC Remote Pharmacist, e-mail: [PharmacyRemoteHealth.ths@nt.gov.au](mailto:PharmacyRemoteHealth.ths@nt.gov.au).

The PHC Remote Pharmacist will collate all booking lists and make arrangements for LTF.

