



Department of
Education

Shaping the future

COVID-19 in-reach vaccination rollout

School support materials for
Department of Health vaccination
programs

COVID-19 in-reach vaccination rollout – School support materials

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Important notes

Principals can refer their community (should they require information or support), to the **COVID-19 Support Team** on 1800 882 345 or email coronavirussupport@education.wa.edu.au.

Should your school require additional security throughout your school's in-reach vaccination program please call either:

- Security monitoring centre: 9264 4632
- School watch: 1800 177 777

Should police assistance be required for matters pertaining to school/staff/student safety, please call the WA Police Force Assistance Centre on 131 444. If the matter is urgent, please call '000' for police attendance.

Should you wish to discuss known or suspected security threats, pass on concerns regarding police related matters or other safety concerns, please contact Inspector Steve Wilson (Staff Officer to the Chief Operating Officer - COVID-19 Vaccination Program) on 0414 244 420 or e-mail steven.wilson@health.wa.gov.au.

COVID-19 in-reach vaccination rollout – Key contacts

	Email	Phone
Department of Health vaccination program team	COVID.Immunisation@health.wa.gov.au (attention to Operations Project Team)	
Department of Health COVID Helpline		13 268 43
COVID-19 Support Team	coronavirussupport@education.wa.edu.au	1800 882 345

Roles and responsibilities

This plan has been developed as a framework to assist schools to facilitate the COVID-19 in-reach (on school site) vaccinations and outline the roles and responsibilities of the stakeholders involved. As a guiding principle, try to use similar organisational processes to existing immunisation programs and adjust as required.

Vaccine provider

- Communicate dates for delivery of the first and second vaccine dose with the school principal.
- Complete a school site assessment.
- Manage the consent process for students through VaccinateWA.
- Coordinate with the school regarding access to the school site.
- Set up and pack down Health equipment.
- Provide specific Health equipment for use on the school site.
- Provide health-related supervision of students during the immediate post-vaccination stage (15 minutes).
- At the conclusion of each vaccination visit, provide a list of the number of students vaccinated to the Department of Education's COVID-19 Support Team.

School

- Send out the Chief Health Officer (CHO) letter to school community, including instructions on how to register through VaccinateWA and access the Department of Health's consent form.
- Identify opportunities at your school for parents, carers and other family members to be vaccinated as part of the in-reach program, appropriate to the school site and usual school processes.
- Liaise with Department of Health to provide approximate year group numbers and numbers of parents/carers to be vaccinated for planning purposes.
- Prepare school logistical requirements (appropriate space, chairs, desks, access to electricity, school relief requirements). **Refer to School Site Logistics (pages 6 – 8).**
- Organise the coordination of the vaccination in-reach process appropriate to the school site and usual school processes.
- Provide appropriate duty of care supervisions for students being vaccinated on school site.
- Communicate appropriately with the school community regarding any concerns. **Refer to Communications (pages 9 - 10).**
- Communicate with the Department and/or regional office as required.
- Review the COVID-19 vaccination in-reach program and send feedback to the COVID-19 Support Team as required/at the conclusion of both vaccinations.

COVID-19 Support Team

- Contact principals confirming the commencement of the in-reach vaccination program.
- Send (this) school support package to the principal.
- Provide support as required/requested by the school.
- Request feedback from schools to improve processes.
- Collate the numbers of students, families and staff vaccinated at each site for reporting purposes.

In-reach vaccination checklist

The checklist assists the principal and/or the vaccination coordinator to manage the in-reach vaccination rollout in their school.

Actions - Before vaccination visit		Who	Complete
1.	Initial contact with vaccination provider.		
2.	Identify a vaccination coordinator for the school.		
3.	Liaise with vaccination provider to establish a timetable for the first visit which best meets the needs of students and the school.		
4.	Confirm the dates for the first and second visits with the vaccination provider.		
5.	Identify suitable school site/s – refer to School Site Logistics (Page 6-8)		
6.	Distribute information to parents/carers, students, and staff through appropriate communication channels. Communications need to include the following information: <ul style="list-style-type: none"> • Date of upcoming vaccination visit. • Information from Department of Health (CHO Letter). • Consent form (hard copy as required). • Appropriate uniform for vaccination (ensure uniform allows access to upper arm). • Students, school staff and parents/carers are only able to receive the first and second COVID-19 vaccination doses on the specific dates provided (i.e. first dose first date, second dose second date). 		
7.	Establish appropriate supervision plan to ensure duty of care before/after vaccination. <i>The vaccination provider is responsible for medical care in the 15 minute post-vaccination phase. School staff are still expected to supervise student behaviour.</i>		
8.	Engage additional staff (as required).		
9.	Communicate the vaccination schedule and supervision plan to staff.		
10.	Identify approximate number of students, staff and parents wishing to access a vaccination and provide these numbers to the vaccination provider and the COVID-19 Support Team.		

	<i>This should be done anonymously. Schools should not keep records of individual students or staff receiving a vaccination.</i>		
11.	Develop and implement support plans for students at educational risk (as appropriate).		
12.	Establish clear processes and procedures for responding to queries and concerns from the school community – <i>refer to Communications (Pages 9 - 10).</i>		
13.	Undertake site assessment with vaccination provider (as appropriate) and review set-up requirements for the venue.		
14.	Ensure site access procedures and processes are established and communicated to vaccination provider.		
15.	Ensure physical resources are available in vaccination venue prior to the vaccination visit.		

Actions – Following first vaccination visit		Who	Complete
1.	Distribute information to parents/carers, students, and staff through appropriate communication methods. <ul style="list-style-type: none"> • Confirm date of second vaccination visit. • Appropriate uniform for vaccination. • Additional information from Department of Health/ WA Country Health Service (if required). 		
2.	Seek feedback from staff on the vaccination schedule and supervision plan.		
3.	Revise supervision plan to ensure duty of care before and after vaccination (as appropriate).		
4.	Engage additional staff (as required).		
5.	Communicate the vaccination schedule and supervision plan to staff.		
6.	Seek support from COVID-19 Support Team to address identified issues (if required).		
7.	Use an R code (Absent with a reasonable cause) for students who arrive late to school or leave school early for the purpose of receiving a COVID-19 vaccination. This assumes that the period away from school is a half day or more. Use an N code (Notified sick) for students who do not attend school because they are suffering side-effects from a COVID-19 vaccination. This could mean that a student is coded R in the morning and N in the afternoon. However, the effect of these codes is the same, they are both authorised absences, and the coding will depend on advice from the parents.		

Actions – Following second vaccination visit		Who	Complete
1.	Distribute any additional Department of Health/WA Country Health Service information to parents/carers, students, and staff through appropriate communication methods (if required).		
2.	Seek feedback from staff on the vaccination schedule and supervision plan.		
3.	Provide feedback on the vaccination process to the COVID-19 Support Team coronavirussupport@education.wa.edu.au .		

School site logistics

This checklist supports principals to prepare logistically for COVID-19 in-reach vaccination clinic operations. Please note the quantities of some resources will be dependent on Health requirements. Schools should liaise with Health at the time of their site assessment to determine these numbers.

Site infrastructure requirements	Responsible	Mitigation	Completed
Separate entry and exit (including disability access)			
Secure after hours			
Enclosed area preferred			
Access to toilets (staff)			
Access to electricity (for charging IT equipment)			
Air conditioning/heating (desirable)			
Access to parking (staff)			
Undercover area for storage of supplies and staff breaks			
Directional signage, markers			
Undercover area for students whilst queuing (if required)			

Site commissioning	Responsible	Mitigation	Completed
Chairs for staff and students			
Desks			

Pre-vaccination waiting area	Responsible	Mitigation	Completed
Plastic chairs (some with arm rests/supports if available)			

Vaccination booths (per booth requirement)	Responsible	Mitigation	Completed
Small table/desk as used in regular vaccination programs			
2x plastic chairs			
1x bin			

Post-vaccination waiting area	Responsible	Mitigation	Completed
Plastic chairs (some with arm rests/supports) minimum three times the number of booths			
Nurse table			
Alcohol based hand rub			
1 large clock to time 15 minute wait			
Administration table			

Clinical preparation area	Responsible	Mitigation	Completed
Check lighting is sufficient for nurse and pharmacy areas			
3-4 x nurse draw up station: <ul style="list-style-type: none"> - 2 trestle (or similar) tables - 6 chairs - Separate area adjacent to main vaccination area 			
2-3 x pharmacy dilution station: <ul style="list-style-type: none"> - 3 tables (preference steel table or table with no chips/damage) - 3 chairs 			

Store area	Responsible	Mitigation	Completed
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Tables			
General co-mingled waste bins (designated separate)			
Secure location to store ICT overnight (if required)			

Staff amenities	Responsible	Mitigation	Completed
Access to staff room amenities			
Access to staff toilets			
Access to lockable cupboard (for staff belongings)			

Cleaning and internal logistics	Responsible	Mitigation	Completed
Maintain the vaccination clinic cleaning standard at all times			
End of day clean			
Monitor and cleaning of toilets			
Empty all bins regularly			
Liaise with vaccination coordinator			
Site contact point for waste providers			
Receipt and storage of clinical consumables (if required)			

Communications

Schools are encouraged to use their usual internal communication channels to distribute information regarding the in-reach vaccination program to students, parents/carers and staff.

The following are approved responses to help schools respond to community queries regarding COVID-19. Principals should select the statements best suited to respond to the specific query. Principals should follow normal processes and procedures for responding to community queries and complaints.

All media enquiries must be referred to the Department's Media Unit – 9264 5821

Topic	Approved Responses
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<p>General messaging</p>	<p>Thank you for your query/raising your concern regarding...</p> <p>The Department of Health is the lead agency in WA's response to the COVID-19 pandemic.</p> <p>The Department of Education will continue to follow the advice of the Chief Health Officer and the Department of Health.</p> <p>The priority for our school is to ensure continuity of teaching and learning, and to ensure that our school is safe and healthy.</p> <p>The WA Country Health Service is leading the planning for regional and remote areas.</p>
<p>Student vaccinations</p>	<p>The Department of Education is not responsible for administering COVID-19 vaccinations to students.</p> <p>WA secondary students aged 16 and over have been able to walk in to a state-run COVID-19 vaccination clinic at dedicated times since 20 September.</p> <p>From Week 1, Term 4 a staged roll-out of a school-based vaccination program will commence.</p> <p>The Department of Health is leading the planning for the walk-in and school-based clinics. Parents and carers can visit the HealthyWA website for more information.</p> <p>Parents and carers may wish to discuss options for vaccination with their GP as all children aged 12 years and over are now eligible for the COVID-19 vaccination in Western Australia. The Department of Education's <i>Student Health Care in Public Schools Policy and Procedures</i> provides that parents have the responsibility for the welfare and development of their child. If a parent does not consent to a vaccination being given to their child at school, their child will not be vaccinated at the school.</p> <p>For further information on the state's response to COVID-19, including current health advice regarding COVID-19 testing, please visit the Department of Health website – https://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus/COVID19-vaccine, or call the COVID-19 Help Line on 13 268 43.</p>
<p>Staff vaccination status</p>	<p>The Department of Education does not release the personal health information of staff or students.</p> <p>Staff can provide a payslip as identification at the clinics.</p>

Conversations in classrooms

Student classroom queries

Whether raised one-on-one or in a whole classroom setting, it's important that staff respond appropriately to student queries around vaccination.

It is important that students and their parents make decisions about vaccination based on official health advice. Staff are advised to be careful about the information they may share about their own experiences with the vaccination.

Resources

Easy-to-understand COVID-19 vaccination resources are available for use in schools by staff, parents and students. These include posters, videos and translated materials:

- [Roll Up for WA stakeholder toolkit](#)
- [COVID-19 vaccination campaign materials](#)

Advice for responding to social media comments

