



2018/19 學年「學校外展疫苗接種先導計劃」
“School Outreach Vaccination Pilot Programme”
(School Year 2018/19)

政府外展隊
Government Outreach Team



衛生署
Department of Health

先導計劃 - 疫苗接種隊的類型

Pilot Programme: Types of vaccination teams

1. 政府外展隊

Government Outreach Team

2. 公私營合作外展隊

Public-Private-Partnership (PPP) Outreach Team



需要學校的配合

Require School's Support

- 與籌辦「學童免疫注射小組」到訪的準備工序類似，但接種學童數目會較多
- Similar to the preparatory work for “School Immunisation Teams” visit, but the number of students vaccinated are expected to be more



簡介會內容

Briefing Content

- Part 1 - 接種前的準備
Preparation Before Vaccination
- Part 2 - 接種日當天及完成接種後的安排
Arrangement on Vaccination Day & Upon Completion of Vaccination
- Part 3 - 第二劑疫苗接種安排
Second Dose Vaccination Arrangement
- Part 4 - 預備「同意接種的學童名單」注意事項
Points to note for preparation of “Consented Student List”
- Part 5 - 問與答
Q & A



Part 1

接種前的準備

Preparation Before Vaccination



接種前的準備

Preparation Before Vaccination

疫苗計劃辦事處會在 **6月底 / 7月初** 聯絡學校

Vaccination Office (VO) will contact schools in **end of June / early July 2018.**

1. 確定接種日*

Confirm the dates of vaccination *

第一劑和第二劑（九歲以下初次接種）

1st dose and 2nd dose (under 9 years old who have never received any seasonal influenza vaccination)

疫苗計劃辦事處將於**7月12日或以前**與學校確認接種日期

VO will confirm with school the dates of vaccination on or before **12 July 2018.**



接種前的準備

Preparation Before Vaccination

- * 建議日程安排：第一劑（10月底至12月中）、第二劑（相隔至少六星期，以預留足夠時間作行政準備，2019年1月底前）
Proposed schedule : 1st dose (Late-Oct to Mid-Dec), 2nd dose (at least 6 weeks apart to allow logistic preparation for the 2nd dose, before the end of Jan 2019)
- * 留意其他接種日期如「學童免疫注射小組」在上學期（由九月至一月）為小一及小六學童接種的白喉、百日咳、破傷風、小兒麻痺（四合一疫苗）
Pay attention to other vaccination dates Diphtheria, Tetanus, acellular Pertussis & Inactivated Poliovirus Vaccine (DTaP-IPV Vaccine) - Booster Dose Diphtheria, Tetanus, acellular Pertussis (reduced dose) & Inactivated Poliovirus Vaccine (dTAP-IPV Vaccine) - Booster Dose for P1 and P6 students respectively by “School Immunisation Team” (SIT) in the first term (from September to January)
- * 與「學童免疫注射小組」的注射日相隔最少一星期
at least 1 week apart from the vaccination date of DTaP-IPV Vaccine or DTaP-IPV Vaccine by SIT

接種前的準備

Preparation Before Vaccination

2. 派發及收集同意書

Distribution and collection of *consent forms*

- 衛生署將於8月底將同意書送到學校

DH will distribute *consent forms* to school by late Aug 2018

時間 Time	事項 Item
九月 第一個星期 First week of Sep 2018	派發同意書給家長 Distribute consent forms to parents
九月 第二個星期 Second week of Sep 2018	<ol style="list-style-type: none"> 1. 收集及檢查同意書是否填妥 Collect and check whether the consent forms are completely filled in 2. 提交「同意接種的學童名單」給疫苗計劃辦事處 Send the “consented students list” to Vaccination Office
九月 第三個星期 Third week of Sep 2018	政府外展隊會到學校收集同意書並簽署「同意書交收記錄」 Government Outreach Team will collect consent forms from school and sign the “Consent Form Receipt Note”

接種前的準備

Preparation Before Vaccination

- * 政府外展隊會於接種日前兩星期聯絡學校有關安排細節
Government Outreach Team will contact school for arrangement in two weeks before vaccination day

3. 場地佈置 - 提供足夠空間及設施

Venue set-up - provide adequate spacing and facilities

- 1) 輪候及登記 – 枱、椅

Waiting and registration - Tables, chairs

- 2) 疫苗接種 – 長枱、椅

Vaccination- long tables, chairs

- 3) 接種後觀察 – 椅

Post vaccination observation - chairs

- 4) 進行緊急治療 (如有需要) – 軟墊

Emergency treatment (if indicated) – Mattress

- 其他物資：如擴音器、垃圾箱及膠袋

Other materials, e.g. speakers, rubbish bins and bags



接種前的準備

Preparation Before Vaccination

4. 人手配合 Manpower

老師

Teachers

家長義工

Parents volunteers

- 監察學童秩序

Monitor the order of students

- 扶抱學童

Hold the students



接種前的準備

Preparation Before Vaccination

5. 停課安排（例如惡劣天氣、傳染病爆發...）：
- School suspension arrangement (e.g. severe weather warning, the outbreak of communicable diseases...) :
- 如教育局宣佈全港小學停課，接種活動會自動取消，並將另作安排。
- If Education Bureau makes an announcement that all primary schools are suspended, vaccination activity will be cancelled automatically and re-arranged later.



Part 2

接種日當天及完成接種後的安排 Arrangement on Vaccination Day & Upon Completion of Vaccination



接種日當天

On Vaccination Day

1. 接收疫苗

Receiving the vaccines

- 採用（四價）滅活季節性流感疫苗（注射式）
Inactivated quadrivalent seasonal influenza vaccine will be used (by injection)
- 藥廠將直接運送疫苗到學校
Drug company will deliver vaccines directly to the school
- 疫苗運送時間一般為早上7時30分 – 9時
Vaccine delivery time generally from 7:30 - 9:00 am
- 由政府外展隊負責簽收流感疫苗
Government Outreach Team is responsible to receive influenza vaccines
- 學校職員協助安排地方存放疫苗
School staff assist to arrange places for vaccine storage



接種日當天

On Vaccination Day

2. 協助安排學童接種

Assist in arranging the students to have vaccination

- 了解學童當天有否特別情況（如：缺課、發燒或不適）
Check whether students have any special conditions (e.g. absence, fever or illness)

- 學校向外展隊提供「暫不接種流感疫苗的學童名單」（如有）

School provides the “list of student who cannot receive the vaccination on the day” to outreach team (if any)



接種日當天

On Vaccination Day

- 監察學童秩序
Monitor the order of students
- 協助扶抱學童
Assist in holding the students
- 接種疫苗後，安排學童留在現場觀察至少**15**分鐘
Keep the student for post-vaccination observation for at least 15 minutes



完成接種後

Upon Completion of Vaccination



完成接種後

Upon Completion of Vaccination

1. 學校將收到的文件

Documents to School

外展隊將以下附有學童名字的文件交給學校

The outreach team will give the following documents with student's name to school

- 1) 「*家長通知書 – 未有接種季節性流感疫苗*」
“Notification to Parents – Seasonal Influenza Vaccination Has Not Been Given”
- 2) 「*季節性流感疫苗接種同意書 (第二劑)*」
“Consent Form – Seasonal Influenza Vaccination (2nd dose)”
- 3) 「*季節性流感疫苗接種記錄*」
“Seasonal Influenza Vaccination Record”

- 請學校派發給指定學童

Please distribute to the corresponding students



完成接種後

Upon Completion of Vaccination

1) 「家長通知書 – 未有接種季節性流感疫苗」

“Notification to Parents – Seasonal Influenza Vaccination Has Not Been Given”

- 給予未能於當日接種的學童
(例如：缺課或經醫護人員評定當天不適合接種疫苗的學童……)
For students did not receive vaccination on vaccination day
(For example, students who are absent or unfit for vaccination...)

2) 「季節性流感疫苗接種同意書 (第二劑)」

“Consent Form – Seasonal Influenza Vaccination (2nd dose)”

- 給予9歲以下從未接種流感疫苗的學童
For students under 9 years old and have never received seasonal influenza vaccine

完成接種後

Upon Completion of Vaccination

2. 回收剩餘疫苗及醫療廢物

The collection of unused vaccines and clinical waste

- 外展隊會於當日等待收集商回收剩餘疫苗及醫療廢物

Outreach team will wait for the collection of unused vaccines and clinical waste on the same day

- 極少情況下，若未能在當日回收醫療廢物，學校需提供可**上鎖**的櫃，以暫存放**6至8**個利器收集箱（每個**26x25x17**厘米）

In rare situation, if clinical waste could not be collected on the same day, school needs to provide **locked** cabinet(s) for temporary storage of about 6-8 sharps boxes (26x25x17cm each)



Part 3

第二劑疫苗接種安排

Second Dose Vaccination Arrangement

接種前的準備

Preparation Before Vaccination

接種日當天

On the Vaccination Day



第二劑接種前的準備

Preparation Before 2nd Dose Vaccination

派發及收集同意書 (第二劑)

Distribution and collection of *consent forms*

時間 Time	事項 Item
第一劑接種日後 After the vaccination day of 1 st dose	派發同意書給家長 Distribute Consent Forms to parents
第二劑接種日前 最少四個星期 At least 4 weeks before the vaccination day of the 2 nd dose	<ol style="list-style-type: none"> 1. 收集及檢查同意書是否填妥 Collect and check whether the consent forms are completely filled in 2. 提交「同意接種第二劑的學童名單」至疫苗計劃辦事處 Send “2nd dose consented student list” to Vaccination Office 3. 轉交同意書給外展隊並簽署「同意書交收記錄」 Hand over consent forms to outreach team and sign the “Consent Form Receipt Note”

第二劑接種日當天

On the 2nd Dose Vaccination Day

- 安排大致與第一劑接種日相同
Similar arrangement as the first dose vaccination
- 預計接種的學童人數較第一劑少
Expect fewer students than the first dose
- 若未能在當天接種，外展隊會將附有學童名字的「**家長通知書 – 未有接種季節性流感疫苗**」交給學校
If consented students were not vaccinated on that day, outreach team will give the **Notification to Parents – Seasonal Influenza Vaccination Has Not Been Given** with student's name to school
- 請學校派發給指定學童
Please distribute to the corresponding students



Part 4

預備「同意接種的學童名單」注意事項

Points to note for
preparation of “consented student list”



預備「同意接種的學童名單」注意事項 (1)

Points to note for preparation of “consented student list” (1)

接種日**4星期前**

4 weeks before vaccination day

- 預備「同意接種的學童名單」
Prepare “consented students list”
- 經**學校入門網**上載名單至疫苗計劃辦事處
Upload the list to Vaccination Office via the **School Portal**
- 格式與現時上載名單予學童免疫注射小組相同
Use the same format as upload consent list to Student Immunization Team (SIT)

預備「同意接種的學童名單」注意事項 (2)

Points to note for preparation of “consented student list” (2)

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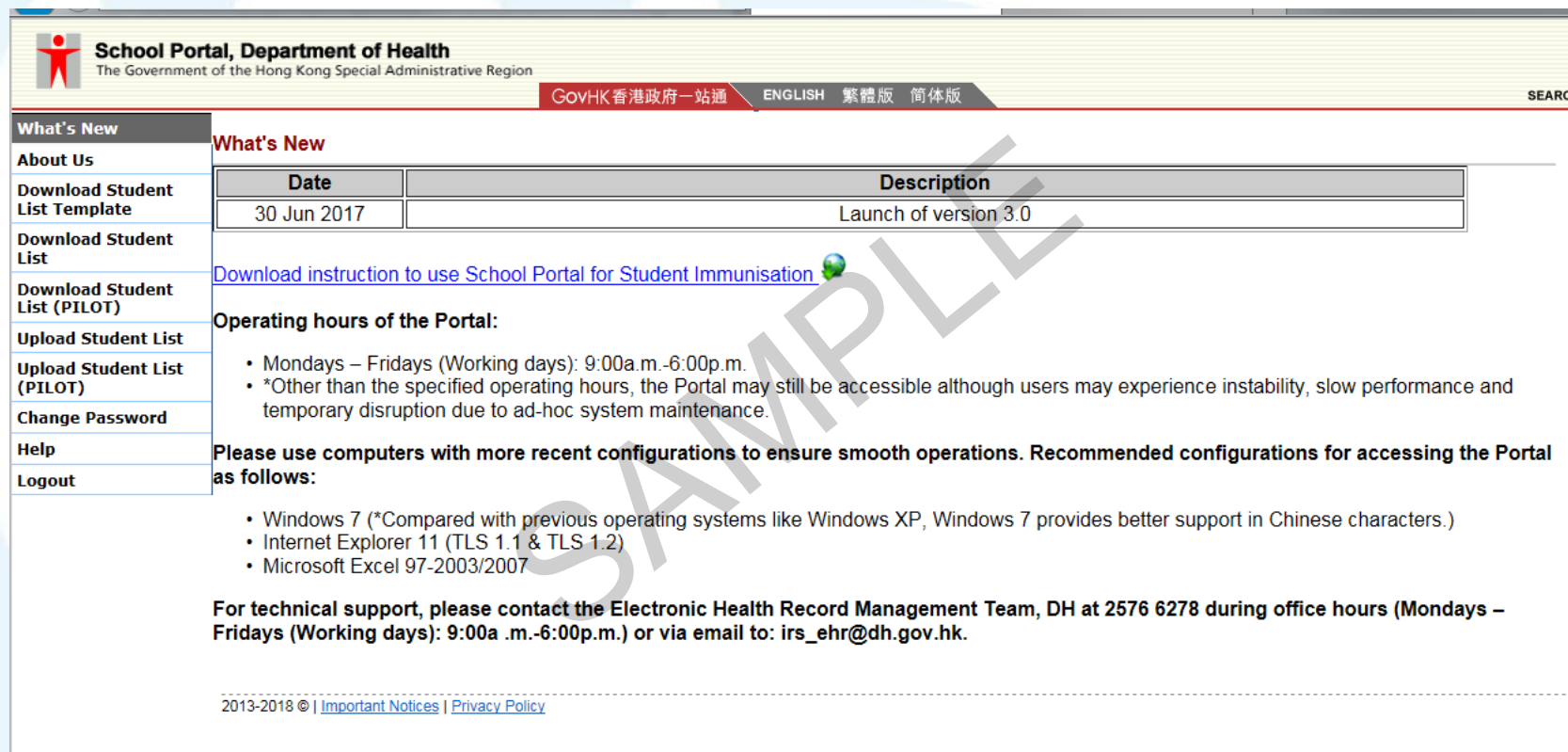
User Name:

Password:

This page is in secure mode which provides you with extra protection for your password transmission using TLS technology. After a successful sign on, information within the "School Portal for Student Immunisation" is also transmitted in secure mode.

預備「同意接種的學童名單」注意事項 (3)

Points to note for preparation of “consented student list” (3)



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What's New

Date	Description
30 Jun 2017	Launch of version 3.0

[Download instruction to use School Portal for Student Immunisation](#)

Operating hours of the Portal:

- Mondays – Fridays (Working days): 9:00a.m.-6:00p.m.
- *Other than the specified operating hours, the Portal may still be accessible although users may experience instability, slow performance and temporary disruption due to ad-hoc system maintenance.

Please use computers with more recent configurations to ensure smooth operations. Recommended configurations for accessing the Portal as follows:

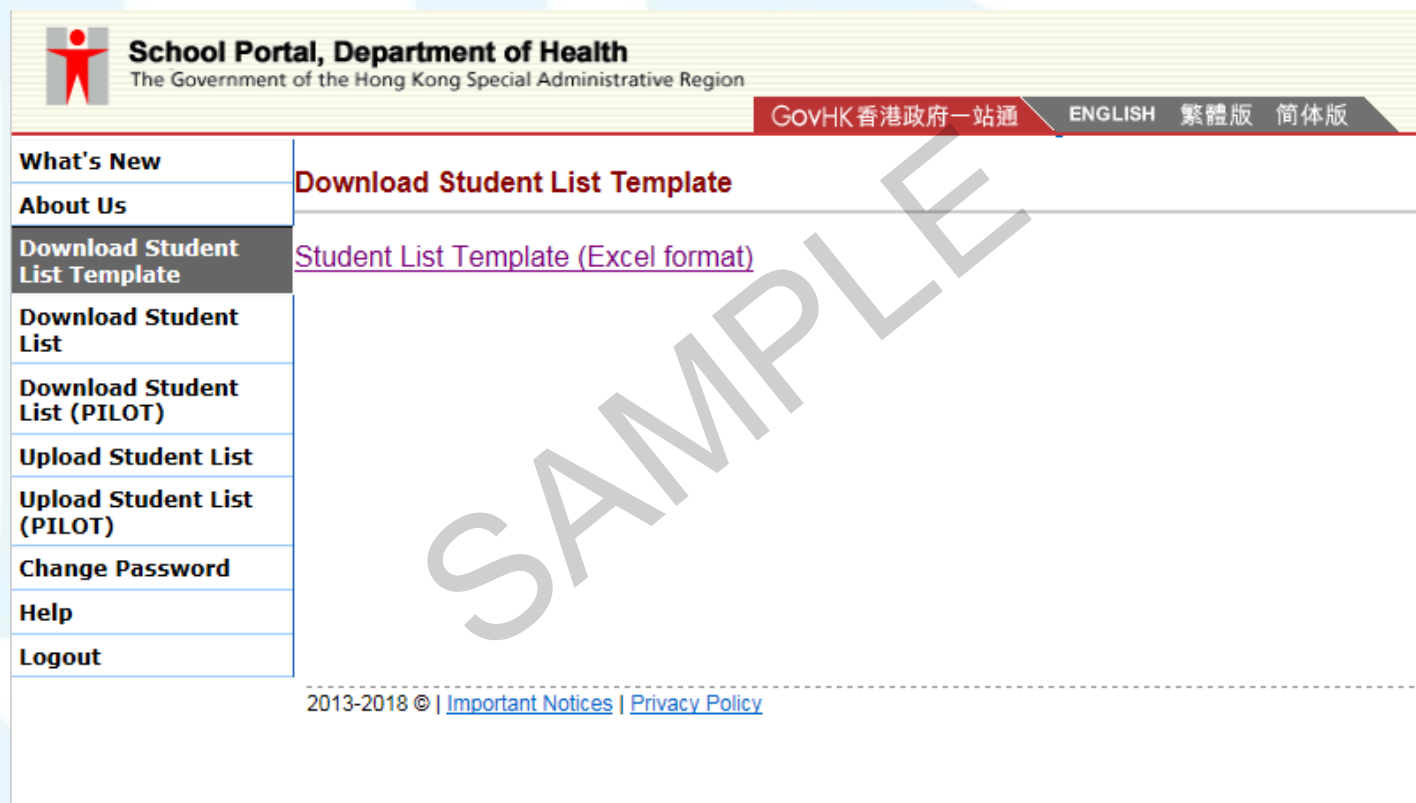
- Windows 7 (*Compared with previous operating systems like Windows XP, Windows 7 provides better support in Chinese characters.)
- Internet Explorer 11 (TLS 1.1 & TLS 1.2)
- Microsoft Excel 97-2003/2007

For technical support, please contact the Electronic Health Record Management Team, DH at 2576 6278 during office hours (Mondays – Fridays (Working days): 9:00a .m.-6:00p.m.) or via email to: irs_ehr@dh.gov.hk.

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預備「同意接種的學童名單」注意事項 (4)

Points to note for preparation of “consented student list” (4)



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預備「同意接種的學童名單」注意事項 (5)

Points to note for preparation of “consented student list” (5)

接種學童名單範本

Sample of List

*Class no. 班號	*Chinese name 中文姓名	*English surname 英文姓氏	English given name 英文名字	*Sex (M/F) 性別	*Date of Birth (DD/MM/YYYY) 出生日期	Document Type 身份證明文件類型	Document Number 身份證明文件號碼
1	陳樑	CHAN	LEUNG	M	03/12/2012	Birth Certificate - HK 香港出生證明書	T3456018
2	陳小明	CHAN	Siu Ming	M	04/12/2012	Birth Certificate - HK 香港出生證明書	T3456026
3	陳鍾明	CHAN	CHONG MING	M	06/12/2012	Birth Certificate - HK 香港出生證明書	T3456042
4	陳明	CHAN	MING	M	07/12/2012	Hong Kong Re-entry Permit 香港特別行政區回港證	RM123456
5	鄭明	CHENG	MING	M	08/12/2012	Birth Certificate - HK 香港出生證明書	T3456069
6	張明	CHEUNG	MING	M	12/12/2012	Hong Kong Identity Card 香港身份證	R3456107
7	周鍾明	CHOW	CHONG MING	M	13/12/2012	Birth Certificate - HK 香港出生證明書	Y3456115
8	何鍾明	HO	CHONG MING	M	14/12/2012	Hong Kong Identity Card 香港身份證	M3456123
9	洪明	HONG	MING	M	15/12/2012	Birth Certificate - HK 香港出生證明書	T3456131



預備「同意接種**第二劑**的學童名單」

注意事項

Points to note for
preparation of “**2nd dose** consented student list”



預備「同意接種**第二劑**的學童名單」 注意事項 (1)

Points to note for preparation of
“**2nd dose** consented student list” (1)

接種日**6星期前**

6 weeks before the 2nd dose vaccination day

- 疫苗計劃辦事處把需要接種**第二劑**的學童名單**電郵**至學校

Email the list of students that needed to receive **2nd dose** by the Vaccination Office



預備「同意接種**第二劑**的學童名單」 注意事項 (2)

Points to note for preparation of “**2nd dose** consented student list” (2)

接種日**4星期前**

4 weeks before the 2nd dose vaccination day

- 學校收集已填妥的季節性流感疫苗接種同意書（**第二劑**）
Collect the filled Consent Forms – Seasonal Influenza Vaccination (**2nd dose**)
- 預備同意接種**第二劑**的學童名單
Prepare **2nd dose** consented students list
- 經**學校入門網**上載名單至疫苗計劃辦事處
Upload the list to Vaccination Office via the **School Portal**

總結

Summary

- 接種流感疫苗是安全和有效預防流感及其併發症的方法。
Seasonal influenza is an effective way to prevent influenza and its complications.
- 學校外展接種活動可以提高覆蓋率。
School outreach vaccination activities can increase the coverage rate.
- 成功的學校外展活動需要學校、家長和醫護界的支持。
A successful outreach activity requires the support of schools, parents and health care sector.



Part 5

問與答

Q & A

