

2018/19 Seasonal Influenza Vaccination—
Enhanced Vaccination Subsidy Scheme (VSS)
Outreach Vaccination

**How to Arrange Enhanced Vaccination Subsidy
Scheme Outreach Vaccination in Schools**

July 2018



衛生署
Department of Health

Outline

1. Planning and preparation

- Dates for 1st and 2nd dose of influenza vaccination
- Venue arrangement
- Working team and Equipment

2. Workflow

- Before vaccination
- On the vaccination day
- After vaccination

3. Vaccine storage

4. Vaccination skills

5. Hand hygiene

6. Clinical waste disposal



1. Planning and Preparation

Dates for 1st and 2nd dose of influenza vaccination

- Doctors are required to provide the **1st and 2nd dose vaccination at schools** for children under 9 years of age who have never received seasonal influenza vaccination before
- **Liaise with the school to fix the date(s)** for the 1st and 2nd dose of influenza vaccination
- Arrange **procurement and delivery of vaccines** to the school
- Read the information of the insert in the vaccine packing carefully for the recommended age-range, **dosage**, administration route and **contraindication** of the vaccine
- Liaise with the school about the **workflow** and other preparatory works



1. Planning and Preparation

Venue

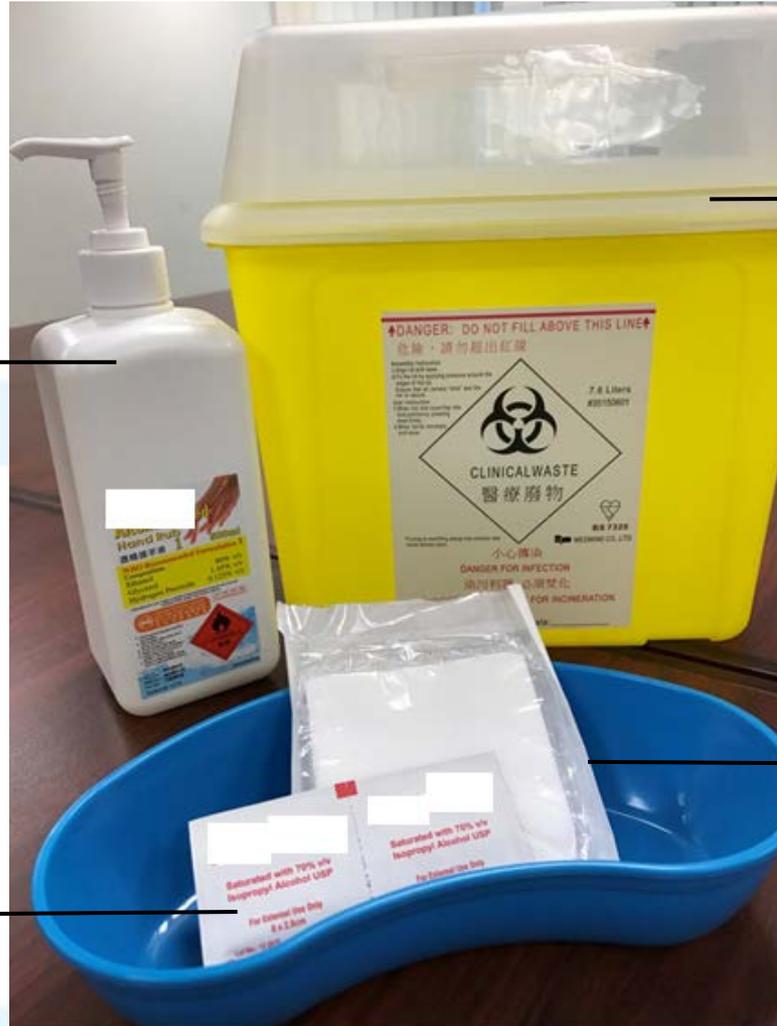
- Hygiene, Safety, Privacy, Order, Lighting and Ventilation
- Divided into **4 parts**:-
 1. Waiting and registration area;
 2. Vaccination area;
 3. Post vaccination observation area; and
 4. Area for emergency treatment
- The vaccination venue should have enough space for emergency treatment or resuscitation if necessary

Working team

- Arrange **sufficient** number of qualified/ trained healthcare personnel to provide service, with assistance from school
- Suggested manpower (*reference only*):
6 injection staff + 1 team leader for school with 6 classes in a grade

1. Planning and Preparation

Vaccination Equipment



70-80 %
Alcohol-
based
Handrub

Sharps
Box

Sterile
Alcohol
Preps

Dry
Sterile
Gauze

1. Planning and Preparation

Essential Equipment for Emergency

- Ensure all the emergency equipment in the emergency kit (e.g. Bag Valve Mask, BP monitor) is sufficient, and emergency drugs (e.g. adrenaline injection or EpiPen) are not expired
- Keep **written protocol** and **training materials** for reference



**Written protocol
for emergency
management**

2. Workflow

Before vaccination

- Prepare and provide the following information:-
 - Vaccines and vaccination arrangement;
 - Possible adverse reactions and advice on management of side effects;
 - Health talk about seasonal influenza vaccination if agreeable
 - Contact details to parents/ guardians for enquiries concerning vaccination
- Seek assistance from school to provide these information to parents/ guardians



2. Workflow

Before vaccination (cont'd)

- Seek assistance from school to distribute and collect forms:-
 - “**Consent to Use Vaccination Subsidy**” form and “**Health Assessment Form**”
 - Children aged 12 years old or above but attending a primary school/ primary section of special school need to provide a copy of **student handbook** or **student card**
- Check consent, contraindication and eHS(S) vaccination record
 - Check and confirm the “Consent to Use Vaccination Subsidy” form is completed and signed properly
 - Check the completed “Health Assessment Form” and conduct health assessment for
 - any contraindications and precautions
 - any history of bleeding tendency/ on anti-coagulation treatment
 - Check eHS(S) vaccination record to **avoid duplicate dose**

2. Workflow

On the vaccination day

- Seek assistance from school to:-
 - obtain the **list of students** who are absent from school or have fever or illness;
 - arrange students to come to the venue for vaccination;
 - maintain the **order** of students;
 - keep the students for **observations for at least 15 minutes** after vaccination; and
 - **immediately inform** the healthcare providers to assess and provide treatment if students have adverse reactions after vaccination



2. Workflow

On the vaccination day

- Prepare and provide the following information:-
 - vaccination cards, with details recorded;
 - arrangement for the 2nd dose at school for children under 9 years of age who have never received seasonal influenza vaccination before;
 - arrangement for students who cannot receive vaccination on the vaccination day (e.g., due to absence or fever); and
 - arrangement for follow-up the students for side effect/ adverse effect
- Seek assistance from school to provide these information to parents/ guardians



2. Workflow

After vaccination

- Clinical waste disposal
 - arrange licensed clinical waste collectors to **collect the clinical waste** on the same day
 - seek assistance from school to provide **locked cabinet(s)** for temporary storage of sharps boxes if clinical waste could not be collected on the same day
 - provide advice to school on how to arrange the temporary storage area



3. Vaccine storage

Cold chain maintenance

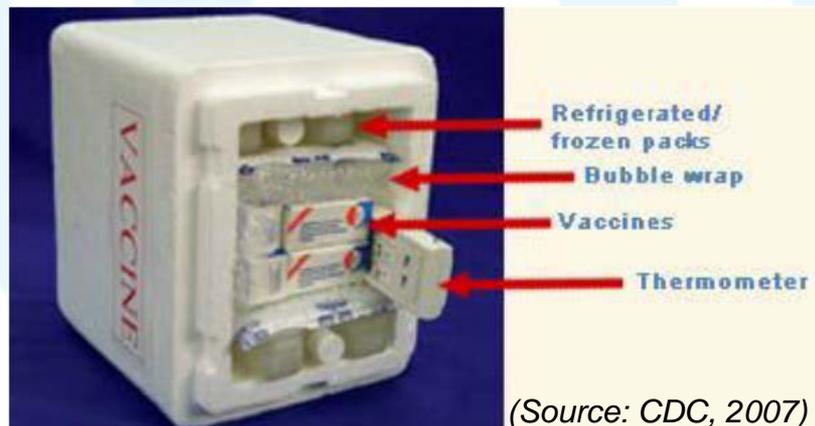
- Importance of cold chain maintenance
- Stored at temperature between 2-8°C with **regular temperature checking** by a **maximum-minimum thermometer**
- Purpose-built vaccine refrigerators (PBVR) are the preferred means of storage for vaccines
- Reference: Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation
(http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf)

3. Vaccine storage

Use of cold boxes

- Test the packing to ensure temperature **between 2-8°C** can be kept for a desirable period
- Cold boxes should be of appropriate size, with adequate insulating materials between ice packs and vaccines to prevent freezing of vaccines
- Deliver the vaccines to and back from the venue in cold boxes with temperature checking regularly

Appendix G of Doctors' Guide: Principle for Packing Cold Box



Example of maximum-minimum thermometer (reference only):



4. Vaccination skills

- Vaccination must be provided by **trained** healthcare personnel
- Follow the basic **3 checks** and **7 rights** for vaccine administration:-
 - **3 Checks:**
 - ✓ Check when taking out vaccine from storage
 - ✓ Check before preparing the vaccine
 - ✓ Check before administering the vaccine
 - **7 Rights:**
 - ✓ Right patient
 - ✓ Right dosage
 - ✓ Right site
 - ✓ Right documentation
 - ✓ Right vaccine or dilute
 - ✓ Right time (e.g. correct age, correct interval, vaccine not expired)
 - ✓ Right route, needle length and technique
- Reference: Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings – Module on Immunisation
(http://www.pco.gov.hk/english/resource/files/Module_on_Immunisation_Children.pdf)

4. Vaccination skills

- Ensure the injection site (deltoid muscle) is exposed properly
- Use an alcohol swab for **skin disinfection** before vaccination
- Use another **new** gauze/ alcohol swab for compression of injection site after vaccination
- Ensure the alcohol preps, gauzes and needles are not expired
- Discard the used sharps into the **sharps boxes** properly (**Avoid sharps injury**)



4. Vaccination skills

Responsible doctors/ medical organisations:-

- Can seek assistance from school to arrange voluntary parents/ staff to **hold** students for the facilitation of vaccination
- Should remind about the **proper posture** of holding
- Will **NOT** provide vaccination for students who **refuse to/ are unwilling** to have vaccination
- Should **inform** the parents/ guardians about the case, **explain** and **advise** about management of the case
- Should **record** the incident



4. Vaccination skills

- **Have plans** of the following situations and **make records**:-
 - Failed injection attempts
 - Student who refused injection on-site
 - Student has contraindications
 - Student is not fit for injection
 - Others
- **Inform parents** as soon as possible and make necessary arrangement



5. Hand hygiene

- Rub hands with soap or 70-80% alcohol-based handrub
- For at least 20 seconds each time (**7 steps**)
- Hand hygiene should be performed in between cases



Reference:

Proper Hand Hygiene

(<https://www.chp.gov.hk/en/healthtopics/content/460/19728.html>)

Video Demonstration of Hand Hygiene (using alcohol-based handrub)

(https://www.chp.gov.hk/files/media/hand_rubbing_chi.mp4)

Reference

More details in **“Roles and Responsibilities of VSS Doctors in Any Type of Outreach Vaccination”** presented in briefing session on 9 April 2018

(https://www.chp.gov.hk/files/pdf/briefing_vssdoctors_part2_apr2018.pdf)



6. Clinical waste disposal

Environmental Protection Department's Guideline

- Handle and dispose sharps and waste properly
- For details, please refer to:
 - Code of Practice (COP) for the Management of Clinical Waste (Small Clinical Waste Producers)
(https://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf); and
 - Clinical Waste Web Guide
(<http://www.epd.gov.hk/epd/clinicalwaste>)

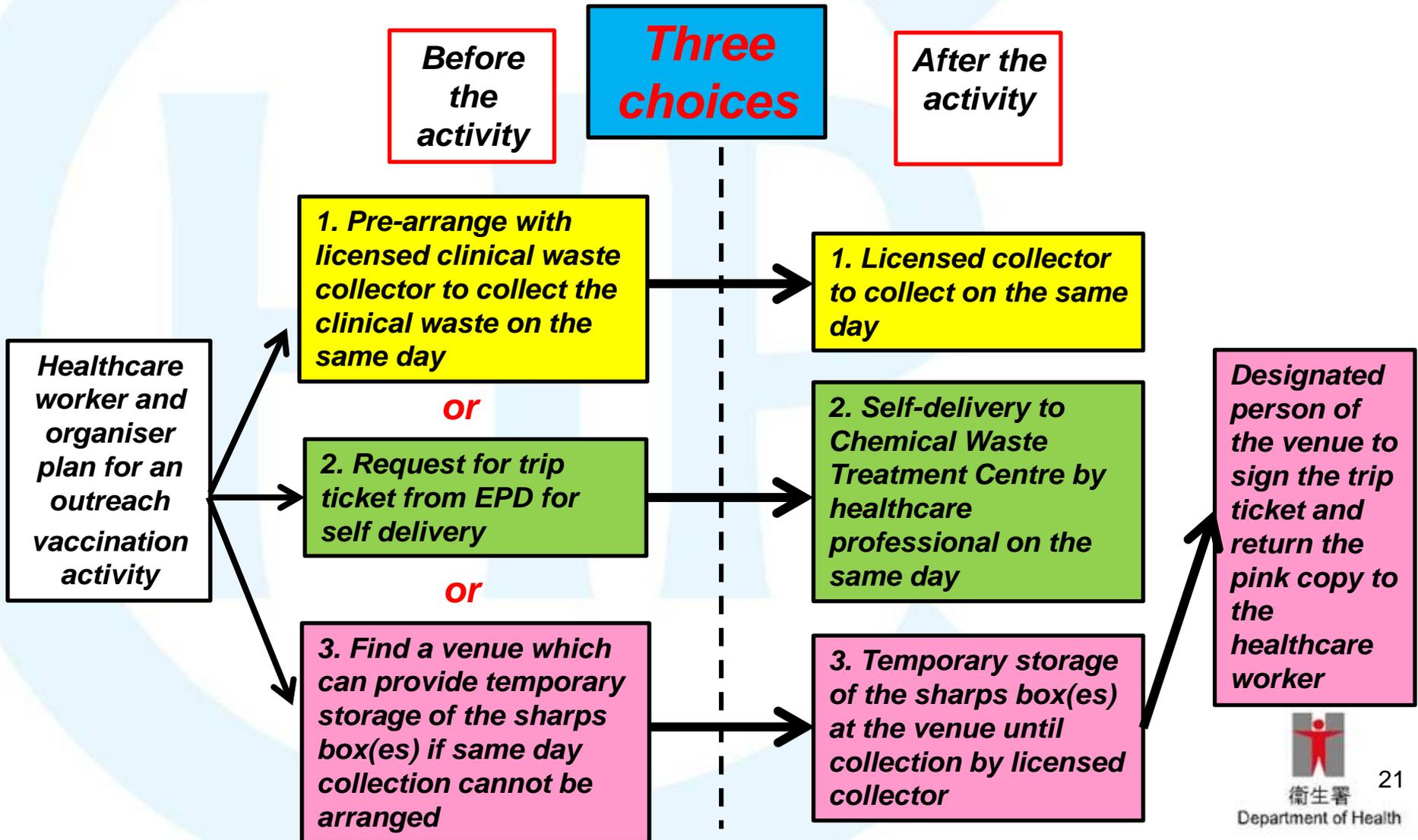
Guidelines in VSS Doctors' Guide

- Guideline for Temporary Storage of Clinical Waste Generated in Outreach Vaccination Activities
(Appendix I: https://www.chp.gov.hk/files/pdf/05_references.pdf)



6. Clinical waste disposal

Appendix I (A) of Doctors' Guide:



6. Clinical waste disposal

Example of a Labelled Clinical Waste Container

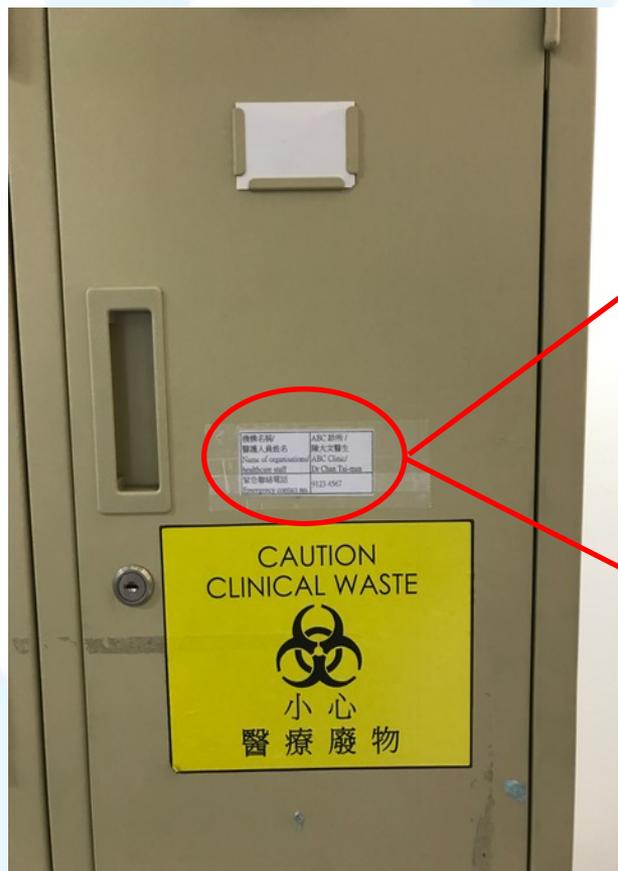


Name of organisation/ healthcare worker	ABC Clinic/ Dr Chan Tai-man
Emergency contact no.	9XXX XXXX
Address of clinical waste generation	EFG Primary School, No.123, XX XX Street, XX, N.T.
Date of sealing	25/10/2018

**The label is arranged by the
healthcare worker**

6. Clinical waste disposal

Example of Warning Sign and Label on a Temporary Storage Cabinet



Name of organisation/ healthcare worker	ABC Clinic/ Dr Chan Tai-man
Emergency contact no.	9XXX XXXX

***The label is arranged by the
healthcare worker***

Latest Information

- Visit (<https://www.chp.gov.hk/en/features/17980.html>) for the latest information

Vaccination Schemes



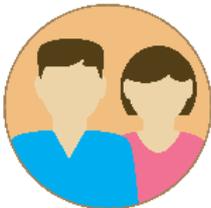
12 June 2018

疫苗接種計劃 VACCINATION SCHEMES



I wish to receive vaccination:

[General Public](#)



I wish to provide vaccination services:

[Medical Practitioners](#)



I wish to arrange vaccination activities:

[Schools](#)



[Residential Care Homes](#)



[Other Institutions & Commu
Groups](#)



Vaccination Schemes - Medical Practitioners



7 June 2018

Latest News

Medical Practitioners who wish to participate in the "Enhanced Outreach" under "Vaccination Subsidy Scheme (VSS)", please complete the [Application Form for "Request to Add Practice for Enhanced Outreach of VSS"](#) and return to the Vaccination Office.

For enquiries, please contact the Vaccination Office Hotline at 2125 2125.

Programme Details

- [Presentation Materials in Briefing Sessions](#)
- [Letters to Doctors](#)
- ["Vaccination Subsidy Scheme \(VSS\)" Details \(Including Enhanced VSS Outreach Vaccination\)](#)
- ["Residential Care Home Vaccination Programme" Details](#)
- [Enrolment Information](#)
- [Login e-Health System \(Subsidies\)](#)
- ["School Outreach Vaccination Pilot Programme" Details](#)
- ["Vaccination Subsidy Scheme" Doctors' Guide 2017/18](#)

More information

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Email

地址 : 九龍亞皆老街147C號衛生防護中心二樓
Address : 2/F, Centre for Health Protection, 147C Argyle Street, Kowloon

網站 : <https://www.chp.gov.hk/tc/features/17980.html>
Website





Thank You

