



2021/22 Seasonal Influenza Vaccination School Outreach (Free of charge)

Briefing Session to Participating Doctors

24 August 2021



衛生署
Department of Health

Part I

Preparations



Highlight of Arrangement

	Primary School Outreach	Kindergarten / Child Care Centre (KG/CCC) Outreach
Eligible group	All students at Primary school	All students at KGs/CCCs
Vaccine procurement	by Government	
Delivery	First dose: by Government Second dose: can choose delivery by Government or self-delivery	
Collection of unused vaccines	DH Delivery: by Government Self-Delivery: by PPP doctors	
Arrangement of clinical waste collection	Private doctors	
Extra Service Fee chargeable	Not allowed	
Reimbursement to doctors	\$100 for each dose of SIV given (including clinical waste disposal cost)	

Type of Vaccines

	Primary School Outreach	Kindergarten / Child Care Centre (KG/CCC) Outreach
Type of SIV	Quadrivalent Vaccine ONLY	
Inactivated or Live Attenuated	Inactivated Influenza Vaccine (IIV), by injection	Inactivated Influenza Vaccine (IIV), by injection OR Live Attenuated Influenza Vaccine (LAIV), by nasal spray

*Note: According to recommendation by the Scientific Committee on Vaccine Preventable Diseases in April 2021, it is suggested to have an interval of **at least 14 days** between administration of SIV and COVID-19 vaccines (BNT162b2 or Coronavac).*

https://www.chp.gov.hk/files/pdf/recommendations_on_siv_for_the_2021_april2021.pdf



Measures under COVID-19 Situation

- EDB announced that Primary schools and KG/CCCs will conduct half-day school in 2021/22.
- Please follow ICB infection control guideline under Centre for Health Protection at <https://www.chp.gov.hk/en/resources/346/index.html>



Preparations

- Liaise with schools about the date and venue for vaccination
 - 1st dose: between **October** and **Mid December 2021**
 - 2nd dose: completed latest by **end January 2022**
- Study **VSS Doctors' Guide** and **PPP Doctors' Guide** (<https://www.chp.gov.hk/en/features/100654.html>)
- Obtain **Clinical Waste Producer Premises Code** for outreach services from EPD (different from the Premises Codes for clinic use) (https://www.epd.gov.hk/epd/clinicalwaste/en/producer_code.html)
- Prepare the necessary equipment and materials with reference to the *List of Items to Bring to Venue on the Vaccination Day* (PPP Doctors Guide Appendix 7.1)

List of Items to Bring to Venue on the Vaccination Day

(PPP Doctors Guide Appendix 7.1)

Items	First Dose	Second Dose
FOR INJECTION AND COLD CHAIN MAINTENANCE		
Sharps boxes (at least 1 for each vaccination station)	✓	✓
Dry clean gauzes / cotton wool balls	✓	✓
Alcohol pads / swabs	✓	✓
70-80% Alcohol-based hand rub solution (1 for each vaccination station)	✓	✓
Kidney dishes / containers	✓	✓
Cold boxes	*	✓ if self delivery
Maximum and minimum thermometers (1 for each cold box)	*	✓ if self delivery
Additional ice packs with adequate insulating materials for cold chain maintenance	*	✓ if self delivery
FOR EMERGENCY		
Bag Valve -Mask, including both child and adult size masks	✓	✓
Registered Adrenaline auto-injector; OR	✓	✓
Registered Adrenaline ampoule 1:1000; with:	✓	✓
At least THREE 1mL syringes	✓	✓
At least THREE 25-32mm needles	✓	✓
Blood Pressure monitor, with appropriate size of cuffs	✓	✓
Protocol for emergency management	✓	✓
STATIONERY		
Date chops	✓	✓
Chops with enrolled doctor's name (For consent forms)	✓	✓
Stamps with the enrolled medical organization/ clinic (For vaccines delivery note, clinical waste collection and vaccination cards)	✓	✓

Items	First Dose	Second Dose
Pens	✓	✓
FORMS AND DOCUMENTS		
Signed Students' Consent Form – Seasonal Influenza Vaccination [同意書 – 2020/ 21 季節性流感疫苗學校外展 (免費)] (已簽署)	✓	✓
Seasonal Influenza Vaccination Cards (Appendix 7.11) [季節性流感疫苗接種卡]	✓	✓
Information on Side Effects (Appendix 7.12) (副作用資料頁)	✓	✓
Information on Side Effects and 2 nd dose Arrangement (Appendix 7.13) (副作用資料頁及第二劑的安排)	✓	*
Notification to Parents – Seasonal Influenza Vaccination Has Not Been Given (Appendix 7.20, 7.21) [家長通知書 – 未有接種季節性流感疫苗] (待填)	✓	✓
Updated Consented Student List (1st dose & 2nd dose) (Appendix 7.7, i.e. Final Report, On-site Vaccination List, and List of Students Requiring 2nd Dose vaccination, printed out on or 3 days before vaccination day)	✓	✓
Vaccine Usage Form – DH delivery (2 unfilled copies) (Appendix 7.16) [疫苗使用報告- 送學校] (一式兩份待填)	✓	✓ if DH delivery
Vaccine Usage Form – Self Delivery (one unfilled copy) (Appendix 7.17) [疫苗使用報告-自行攜帶 (第二劑適用)] (一份待填)	*	✓ if self delivery
Clinical Waste Temporary Storage Handover Note (Appendix 7.19) (醫療廢物暫存轉交記錄)	✓ (if require temporary storage)	✓ (if require temporary storage)
OTHERS		
Body temperature thermometer	✓	✓
Disposable gloves	✓	✓
Surgical Mask	✓	✓
Plastic bags (for domestic rubbish)	✓	✓

Preparations

List of Documents to Bring on the Vaccination Day

- *Seasonal Influenza Vaccination Card*
- *Information on Side Effects*
- *Information on Side Effects and 2nd dose Arrangement*
- *Notification to Parents – Seasonal Influenza Vaccination Has Not Been Given*
- *Vaccine Usage Form (DH delivery/ Self delivery)*
- *Clinical Waste Temporary Storage Handover Note*
- **Signed Consent Form** (Consent Forms will be sent directly to schools)
- **Final Report and On-site Vaccination List**
- **List of Students Requiring 2nd Dose vaccination**

PMVD
will print
and send
to your
clinics

Please
print
from
CHP
website



Proposed Timeline for preparations

≥ 8 WEEKS BEFORE VACCINATION

- Remind schools to distribute *Consent Forms* to parents for signing

≥ 6 WEEKS BEFORE VACCINATION

- Collect the completed *Consent Forms* from schools
- Sign *Consent Form Receipt Note* (remind schools to send a copy to DH)
- Check completeness of *Consent Forms*
 - Identity document number
 - Date of Birth
 - Date of Issue (if HKID)
 - Parent's signature
 - Name, Gender, etc



Consent Form Receipt Note

To: PMVD, CHP
Fax: 2320 8505

From: _____ (Name of Schools)
Name: _____ (Contact person)

Tel: _____
Date: _____

Please check with medical organisation and ~~fax this form to the Programme Management & Vaccination Division of the Centre for Health Protection (Fax number: 2320 8505) within one working day after collection of consent forms.~~

2021/22 Seasonal Influenza Vaccination (SIV) School Outreach (Free of Charge)
Public-Private-Partnership (PPP) Outreach Team

Consent Forms Receipt Note

This is to acknowledge that the PPP Outreach Team under
Dr. _____ (Name of Doctor) of
_____ (Organisation)
has collected _____ (Quantity) Consent Forms from
_____ (Name of School) on
_____ (Date).

X

Signature of Collector and
Organisation Chop of
the PPP Outreach Team

X

Signature of School Representative
and School Chop

X

Name of Collector of
the PPP Outreach Team

X

Name of School Representative

Proposed Timeline for preparations

≥ 4 WEEKS BEFORE VACCINATION

- Create *password-protected Excel table* with names of consented students i.e. *Consented Student List* in the format provided by DH
- Send to PMVD via designated email account
- PMVD will batch upload *Consented Student List* to eHS(S)



Consented Student 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 <i>(* If text format is used, it is required to conform to 'dd/MM/yyyy' format)</i>	Document Type 身份證明文件類型 (Pull down menu for selection)	Document Number 身份證明文件號碼 (corresponding format for the document type)	Date of Issue (DD/MM/YYYY) 簽發日期 <i>(* If text format is used, it is required to conform to 'dd/MM/yyyy' format)</i>	Contact Number 聯絡號碼	Permit to retain until (DD/MM/YYYY) 批准逗留至 (ID235B) <i>(* If text format is used, it is required to conform to 'dd/MM/yyyy' format)</i>	Passport No. 護照號碼 (VISA) (corresponding format for the document type)	Serial No. 編號 (EC) (corresponding format for the document type)	Reference No. 參考編號 (EC) (corresponding format for the document type)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Proposed Timeline for preparations

≥ 3 WEEKS BEFORE VACCINATION

- Doctors should **log in** to eHS(S)
- “Pop-up” message will be shown on eHS(S) once the First Report (vaccination checking report) is ready
- Download the **First Report** from eHS(S)
- Cross check information on consent forms with the results from eHS(S)
- **Rectify any misinformation on eHS(S)** directly
- **Contact parents** if there are any discrepancies e.g.

		Results from eHS(S)	
		YES for vaccination	NO for vaccination
Consent form	YES for vaccination	✓	!
	NO for vaccination	!	✓

Proposed Timeline for preparations

≥ 3 WEEKS BEFORE VACCINATION

- Double check the date of vaccination on eHS(S), amend if wrong
- For children below 9, remember to check the need for 2nd dose
- Estimate the quantity of vaccines required
- Submit documentary proof to PMVD for updating if there is any amendment of document type and document number



Proposed Timeline for preparations

≥ 2 WEEKS BEFORE VACCINATION

- Submit the *Vaccine Ordering Form* to PMVD to request vaccine quantity, preferred delivery time, and time for unused vaccine and cold box collection
- PMVD will send a *Confirmation Notice* to doctors confirming arrangement of vaccine delivery, unused vaccine and cold box collection arrangement **within three working days**

Note: Second dose Vaccine Order should only be made after completion of first dose vaccination activity



Vaccine Ordering Form (DH delivery/ Clinic delivery)



訂單編號	衛生署 2021/22 季節性流感疫苗學校外展 (免費) 疫苗申請表格 送學校	表格
由衛生署職員填寫		<input type="checkbox"/> 新增訂單 <input type="checkbox"/> 更改訂單 由醫療機構填寫

備註：由於訂購疫苗及安排運送及收費需時，請於**接種日期最少兩星期前**填妥本表格並傳真至衛生署項目管理及疫苗計劃科 (傳真號碼：25443927)。醫療機構如於發送本表格後三個工作天內仍未收到衛生署的訂單確認通知，請致電 3975 4848 與衛生署職員聯絡。請於疫苗接種活動當日帶同訂單確認通知到校，以便核對疫苗數目。

甲部 聯絡資料 (中文/英文) ※請完成 第一劑 接種後才申請 第二劑 疫苗※

1. 醫療機構名稱：	3. 醫生註冊編號：M
2. 負責醫生姓名：	6. 學生總人數：
4. 學校名稱：	5. 學校編號：

乙部 疫苗申請款式及數量 ** 每次申請只可選擇 一款 疫苗 **

小學	幼稚園 / 幼兒中心	
<input type="checkbox"/> 注射式 流感疫苗	<input type="checkbox"/> 注射式 流感疫苗	<input type="checkbox"/> 噴鼻式 流感疫苗
	第一劑	第二劑
1. 由醫健通(資助)系統得出今季可以接種人數：	劑	劑
2. 不適合接種人數：(例如：有禁忌症、最後決定不接種 或 接種後今季第一劑者) (-)	劑 (-)	劑 (-)
總共申請疫苗數量 (乙1 減 乙2)：	= 劑	= 劑

丙部 送貨資料 請在合適的方格內加上「✓」號

接種場次	接種日期	要求接收疫苗時間	預計收集疫苗時間
第一劑 <input type="checkbox"/> 第一次到校 <input type="checkbox"/> 第二次到校 (只供小學適用)	____年 ____月 ____日		
<input type="checkbox"/> 第二劑		請於接收疫苗前 兩小時前通知一小時	請於接收疫苗前 更改收集疫苗時間
學校地址： (請註明接種場地樓層)			
樓層：_____	升降機： <input type="checkbox"/> 有 <input type="checkbox"/> 無		

丁部 聯絡資料

負責接收疫苗的職員姓名：	手提電話：
負責醫生簽署及蓋章：	

訂單編號	衛生署 2021/22 季節性流感疫苗學校外展 (免費) 疫苗申請表格 送診所 (第二劑適用)	表格
由衛生署職員填寫		<input type="checkbox"/> 新增訂單 <input type="checkbox"/> 更改訂單 由醫療機構填寫

備註：由於訂購疫苗及安排運送需時，請於**接種日期最少兩星期前**填妥本表格並傳真至衛生署項目管理及疫苗計劃科 (傳真號碼：25443927)。醫療機構如於發送本表格後三個工作天內仍未收到衛生署的訂單確認通知，請致電 3975 4848 與衛生署職員聯絡。

甲部 聯絡資料 (中文/英文) ※請完成 第一劑 接種後才申請 第二劑 疫苗※

1. 醫療機構名稱：_____

2. 負責醫生姓名：_____ 3. 醫生註冊編號：M _____

乙部 疫苗申請款式 ** 每張表格只可選擇 一款 疫苗 **

小學	幼稚園 / 幼兒中心	
<input type="checkbox"/> 注射式 流感疫苗	<input type="checkbox"/> 注射式 流感疫苗	<input type="checkbox"/> 噴鼻式 流感疫苗

丙部 疫苗申請數量

學校名稱	接種日期 (年 / 月 / 日)	(a) 同意接種 第二劑疫苗人數	(b) 今季缺席 接種第一劑人數	*申請數量 * = (a) - (b)
1. 學校編號：()	/ /			劑
2. 學校編號：()	/ /			(+) 劑
3. 學校編號：()	/ /			(+) 劑
4. 學校編號：()	/ /			(+) 劑
5. 學校編號：()	/ /			(+) 劑
6. 合計申請數量 (丙1至丙5 總和)				= 劑
減 7. 診所內 該款 政府疫苗剩餘數量				(-) 劑
是次申請總數量 (丙6 減 丙7)				= 劑

丁部 送貨資料

診所地址：
(請註明接收場地樓層) _____ 升降機： 有 無

填寫申請表格
的日期： _____ 年 ____ 月 ____ 日

註：疫苗將於貴機構收到確認通知書的 五個工作天後 送貨
疫苗派送時間為：
當日 上午十時至下午一時 或 下午二時至下午五時
< 星期六、日及公眾假期將 不會 安排送貨 >

負責接收疫苗的職員姓名：_____ 聯絡電話：_____

負責醫生簽署及蓋章：_____

Proposed Timeline for preparations

≥ 2 WEEKS BEFORE VACCINATION

- Decide method of clinical waste collection and disposal and liaise with the schools
 1. Liaise with licensed **clinical waste collectors** for **immediate collection** after activity (<http://epic.epd.gov.hk/EPICDI/clinicalwaste/list/>) ; OR
 2. Liaise with **schools** to arrange **temporary storage** if immediate collection of clinical waste cannot be arranged. For temporary storage, clinical waste must be collected:
 - **Primary School Outreach**: **within 2 weeks** after **each** of the 1st AND 2nd dose activity (subject to school's agreement)
 - **KG/CCC**: **within 2 weeks after 2nd dose** (subject to school's agreement); OR
 3. Arrange **self-delivery to a licensed disposal facility** on the same day
- Liaise with licensed clinical waste collectors about how the Waste Producer Copy of the **Clinical Waste Trip Ticket** would be received for record



Proposed Timeline for preparations

1 WEEK BEFORE VACCINATION

- Remind schools about the vaccination date and time and check whether they have any ad-hoc activities on the day that may affect the vaccination schedule
- Issue a **list of students requiring vaccination** to school
- Remind schools to distribute *Notice to Parents on Seasonal Influenza Vaccination* to parents to remind students to wear **short-sleeved clothing** and **bring old SIV Vaccination card** to the vaccination activity



Notice to Parents

Notice
Seasonal Influenza Outreach Vaccination

_____ (Date of issue)

To All Parents,

Department of Health will arrange vaccination team (by DH or through public private partnership) to provide 1st dose seasonal influenza outreach vaccination at our school on (Date of vaccination). Please kindly note the following remarks:

1. Inform our school immediately if your child has received 2021/22 seasonal influenza vaccine after 1 September 2021
2. Bring Seasonal Influenza Vaccination Card on the vaccination day (if available)
3. Remind your child to have breakfast on the vaccination day
4. Wear clothes such that the arm can be exposed easily for vaccination (if receiving injectable vaccine)

Principal/Teacher in charge: _____

通告

有關季節性流感疫苗到校接種事宜

衛生署將於 _____ (日期) 安排疫苗接種隊 (由衛生署或透過公私營合作) 到校為 貴子女提供第一劑季節性流感疫苗接種服務。請貴家長細閱以下注意事項：

1. 如在 2021 年 9 月 1 日後已接種 2021/22 年度流感疫苗，請立即通知學校
2. 請於接種當日攜帶季節性流感疫苗接種卡 (如有)
3. 請提醒 貴子女接種當天早上要進食早餐
4. 請安排 貴子女穿著方便外露手臂的衣服，以便接種 (如接種注射式疫苗)

此致

各位家長

校長/負責老師：_____ 謹啟

_____年_____月_____日

Proposed Timeline for preparations

3 WORKING DAYS BEFORE VACCINATION

- Download and check the *Final Report* and *On-site Vaccination List* generated on eHS(S), which can help to prevent double dose
- Bring the *Final Report* and *On-site Vaccination List* to the schools on the day of vaccination activity
- Compile a *List of Students Requiring 2nd Dose* vaccination to pass to schools on day of 1st dose vaccination activity



Timeline for Preparation

Task	Proposed Timeline
<ul style="list-style-type: none">➤ Remind schools to distribute <i>Consent Forms</i> for vaccination to parents	At least 8 weeks before vaccination day
<ul style="list-style-type: none">➤ Collect signed <i>Consent Forms</i> from schools and sign the <i>Consent Form Receipt Note</i>	At least 6 weeks before vaccination day
<ul style="list-style-type: none">➤ Provide <i>Excel</i> table of consented students (<i>Consented Student List</i>) to PMVD via designated email account	At least 4 weeks before vaccination day
<ul style="list-style-type: none">➤ <i>First Report</i> generated on eHS(S)➤ Estimate quantity of vaccines required	At least 3 weeks before vaccination day



Timeline for Preparation

Task	Proposed Timeline
<ul style="list-style-type: none"> ➤ Submit <i>Vaccine Ordering Form</i> to PMVD ➤ Liaise with schools to decide on method of <i>clinical waste disposal</i> 	<p>At least 2 weeks before vaccination day</p>
<ul style="list-style-type: none"> ➤ Final correction of any misinformation on eHS(S) ➤ Submit list of students requiring vaccination to schools 	<p>At least 1 week before vaccination day</p>
<ul style="list-style-type: none"> ➤ <i>Final Report</i> generated on eHS(S) 	<p>3 working days before vaccination day</p>
<p><i>First dose vaccination period</i></p>	<p>Oct to Mid December 2021</p>
<ul style="list-style-type: none"> ➤ Start preparation for <i>2nd dose vaccination</i> 	<p>At least 4 weeks before 2nd dose vaccination activity</p>
<p><i>Second dose vaccination period</i></p>	<p>by end January 2022</p>

End of Part I

