

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

Briefing Session to Participating Doctors

24 August 2021





Part I

Preparations





	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 Gov	vernment			
Delivery	First dose: by Government Second dose: can choose delivery by Government or self-delivery				
Collection of unused vaccines		by Government by PPP doctors			
Arrangement of clinical waste collection	Private	e doctors			
Extra Service Fee chargeable	Not a	allowed			
Reimbursement to doctors		dose of SIV given waste disposal cost)			



Type of Vaccines

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





Department of Health

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	*	√ if self
maintenance		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 - 未有接種季節性流鳳疫苗](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	✓	✓ if DH
7.16)		delivery
〔疫苗使用報告- 送學校〕(一式兩份待填)		
Vaccine Usage Form – Self Delivery (one unfilled copy) (Appendix	*	✓ if self
7.17)		delivery
〔疫苗使用報告-自行攜帶 (第二劑適用)〕 (一份待填)		
Clinical Waste Temporary Storage Handover Note (Appendix 7.19)	√ (if	✓ (if require
(醫療廢物暫存轉交記錄)	require	temporary
	temporary	storage)
	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





≥ 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 Forms

	MARK DAGA	同意書-	注射式	变苗】 填妥後請交	回學校		Will be the same	「問音書	4片鼻前-	E苗】 填妥後請交回	可學的	
				交外展(免費)	The second secon			2021/22 季節性流	NAME AND ADDRESS OF THE OWNER, WHEN	NAME AND ADDRESS OF THE OWNER, WHEN PERSON O	THE REAL PROPERTY AND ADDRESS OF THE PARTY O	
身份證明文件資 讀填寫香港身份 香港出生證明書	原子筆以正楷填育 料必須清楚填寫。 證資料 :如 貴子: 或其他身份證明文	・在合選的 如 貴子女持 女未持有香港 件資料・如派	口 内加上 有香港身份銀 身份證 · 調切	(三)校苗接種 費子女是否替 口是否 口方 (四)接種同意	記錄 経接種次級疫苗? -大接種日期:		號 身份證明文件資 填寫香港身份 質 出生證明書或其	即子筆以正楷填寫,在合識的 發料必須清楚填寫,如 貴子女持 實料:如 貴子女未持有者進身 其他身份證明文件資料。如選打 上體明文件都本。	口 內加上「 有香港身份體 份證 : 請填寫	(四)請回答以 (請查閱 貴子 等進 是否有以下各項 有回答或不確定	一旦开入(改田) 下有關 費子女的健康情况 一女的疫苗接種記錄後填寫) 請決:(如以下任何一項的答 , 費子女持可能不適宜參加 公款):該家長數核維率百額	F案為「是」。沒 10「季節性流磁 5時家庭醫生・)
(一)學生資料	附上證明文件副本			100000000000000000000000000000000000000	景层症和收集個人資料的用途聲明,及	- Inner	校名稱:	_	班別:	4.2 曾接種流居	X 3X 48 45 42	D분 D중
			Transcript or 1		兒/ 小女(左附資料)接種衛生署安	1	CACCOURT.		WILDS .	4.3 の計算伝統		口是 口资
學校名稱:			班別:		/22 年度流感疫苗第一劑及第二劑*・				EEGE :	THE RESERVE AND ADDRESS OF THE PARTY OF THE	P S林成含水椒酸鹽藥物	마운 마장
			班號:		校提供相關資料予衛生署安排的疫苗接	-	童姓名[中文] (譜依	(原身份撤明文件填寫)	#91:	4.5二至四歲及5		口是 口音
			-134		對之用 (如有需要)。(*9 歲以下從未接 疫苗的學生,在完成第一兩後至少4 星		:	8:	日男日女	The second second second	高成正服用免疫抑制剂	口是 口答
學童姓名[中文] (請依	照身份證明文件填	(M)	性別:	100000000000000000000000000000000000000	後 音の 学生 在元成第一所後主シュ生 時會安排接種第二創役首・)					ALTERNATION (1971)	点菌康受损的人士共任	다운 다중
姓:	名:		口男口女	200000000000000000000000000000000000000	TO BE A STREET AND A STREET ASSESSMENT ASSES	-	音樂文(英文)/参片	(発行·名字額例):			日四星期內接種另一種減活	-
學童姓名[英文] (姓氏	4.77、文字開始 :			THE RESIDENCE AND ADDRESS.	父口母口整護人	1.0		LITTITI	e recentance		. 流行性腮腺炎及德國麻疹	
							Contraction and		The second	70000		$\overline{}$
维山山山山		шш	11111	」 家長/聖護人聯	絡電話:	8		ELEBERATION		Printed - The Page College Wee		NAMES OF BRIDE
81111111	THE PERSON	DECEMBER 1	EFFE	1.1		出	生日期: 日	/ 上 月 / 上 上 上 年			自附頁流級疫苗接種資料的 資料的用途聲明·及 [阿實	
出生日期: 山 日/				家長/甄護人姓	W.	6	二)身份證明文件			(左附資料)接	種面生署安排之 2021/22年	度流域疫苗第
		山中		SCR/ Mar/O	131		貴子女有否持有				並同意學校提供相關資料引 對之用(如有期要)·(*9歳	
(二)身份銀明文件						0		野港身份遺就隊: LLL LLL	FILTRE		生,在完成第一州後至少4	
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	及簽發日期:			7771			(如沒有香港身份)	遊或香港出生證明書, 請必須開	上其他身份	歷 安長/影響人聯	格電話: 	1111
口沒有。請填寫香港 (如沒有香港身份證明						剪	文件副本・)			家長/監護人姓		
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STI MIP-PE		不同音書	注射型	[疫苗] 直妥後請	で同學校	()	三)疫苗接種記錄			家長/監護人簽	置1	
				交外展 (免費)		1		基接機流順疫苗?				
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			Trong		政集個人資料的用途聲明・及不同意		D &	-			18/山月/山山1	4
學堂姓名	100	班別:	性別:		(左附資料)接種衛生署安排之 2021/22 年					疫苗】填妥後請交		
姓: 名		班號:	口男口					2021/22 季節性流	感疫苗學			
					父 口 母 口 監護人	10.0	生資料			本人已閱讀及明白	制資流販疫前接種資料的別	特容・包括禁忌
養養日期: 山山田	/1 1 1 By 1 1 1 1	1.1 00		家長/監護人姓	名: 家長/監護人簽署:	9	童姓名	班別:	性別:	(左附資料)接種	料的用途聲明·及 不同層 編生署安博之 2021/22 年	安流域疫苗・
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MANUAL CONTRACTOR	D	下資料只	由提供疫	苗接種的醫護人	員填寫			/ [] 月/ []] 年		家長/監護人姓名		H
	第一開接種日				第二劑接種日				-1-4H /H-20	televanor-mana: 1	EL Director	120021200000
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			Mar.		100.00	-	配對醫生姓名; 期:		醫生	已配對醫生姓名:		製土
日期:				日期:		100				日期:		
SIVSO_5_A4						SIN	VSO_5_A4 (LAIV)					

最後更新: 2021年6月

SIVSO_5_A4 (LAIV) 最後更新: 2021年6月

Consent Form Receipt Note



,	the PPP Outreach Team	X	and	a senooi Ch	ор	
	Signature of Collector and Organisation Chop of	Signa		f School Rep d School Ch		re
		X				
	(Date).					
-	(D+t)			(Name	of Scho	ool) on
ŀ	nas collected	(Quan	tity)	Consent	Forms	from
-					(Organ	nisation)
Ι	Dr	. (Name	of	Doctor)	of
7	This is to acknowledge that	the	PPP	Outreach	Team	under
	Consent For	ms Re	ceipt N	<u>ote</u>		
	2021/22 Seasonal Influenza Vaccinatio Public-Private-Partner	-	-		*	harge)
C	ase check with medical organisation and cination Division of the Centre for Health rking day after collection of consent form	Protec	s form tion (Fa	to the Progra x number: 2.	mme Man 320 8505)	agement within o
	Date:				:	
	x: 2320 8505 Name:					
	x: 2320 8505 Name:					



the PPP Outreach Team

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

檔	皋	常用 插入	版面配置	公式 資料	校閱 枋	食視 ♀️ 告訴我您想要	執行的動作							
貼	● 対 社	复製格式 B I	□ ▼ □ ▼ 字型	2 · A · A · =	= = =	● 中動換列 三 ● □ 跨欄置中 ▼ 対音方式 「2	माजान वर्गान		prmal 7 Norm 等 好 樣式	nal 72 Normal 壞	I73 Normal 8 計算方式	本	● 自動加總 ▼ 填滿 ▼ ● 清除 ▼	排序與篩選 尋找與 選取 編輯
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4	Α	В	С	D	Е	F	G	н	1	J	K	L	M	N
		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 (* If text format is used, it is required to conform to 'dd/MM/yyyy' format)	身份証明文件類型 (Pull down menu for selection)	Document Number 身份証明文件號 碼 (corresponding format for the document type)	Date of Issue (DD/MM/YYYY) 簽發日期 (* If text format is used, it is required to conform to 'dd/MM/yyyy' format)	Contact Number 聯絡號碼	批准逗留至 (ID235B) (* If text format is used, it is required to conform	format for the	Serial No. 編號 (EC) (corresponding format for the document type)	Reference No. 参考編號 (EC) (corresponding format for the document type)
2 3														
3														
4 5 6 7 8 9														
9														
10														





≥ 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 fro	om eHS(S)
		YES for vaccination	NO for vaccination
Canaant farm	YES for vaccination	✓	!
Consent form	NO for vaccination	!	✓





≥ 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



≥ 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



※請完成 第一劑 接種後才申請 第二劑 疫苗※

** 每張表格只可選擇 一款 疫苗 **

3. 醫生註冊編號: <u>M</u>

幼稚園 / 幼兒中心

打革編	额		衛生署↵				表格	
		2021	/22 季節性流感疫苗學核	外展(免費) □	ロ 新増訂單。 ロ 更改訂單。		
			疫苗申請表格	4			- <u>F</u> (00)4	
由衛生潛聯	員填寫:		送學校			曲	各項機構物	寫。
	(住其 登書 納養權3975	: 25443927) 4848 #1854 5	的時,該於 整發目圖量少層呈圖 ,發發機構如於發送水或結後三個 (重量數 ,該於使苗德範密對管目	工作天内	(0来的到粹生者的 在这短知到校,以	訂單確 便被對	試無知 交替数目・	
P部等等 1. 緊張機	査料 (中文 機名網・	(/英文)	※請う	成第	一劑 接種後才	申請;	第二劑 疫	∺ ×
2. 負責醫			3. 醫生註册	## £ #£ :	М.			
4. 學校名			5. 學校編8			學生經	總人數:	
								_
乙部 疫苗		数量			(中請只可選	匿 一	次 疫苗	i **
	小學。	****	-	幼稚園/幼見中心。				
	E射式 流版	%(交曲 -	口 注射式 流感疫苗	Đ.:	或口嚼	左段 3		
					第一劑。		第二角	ı.
1. 由醫健	萬(資助)系統	流得出今季。	可以接種人數:』			劑。		劑
2. 不適合	接種人數:(例如:有效已经	最後決定不振體 或 觀緒报禮今求指	一知 称)	(-)	劑。((-)	劑
			共申請疫苗數量(21減	۲2):	= 5	削 =	:	剤
京部 送貨	資料 銷色	合瘤的□内血	上「✓」数 _					
	接種場次。		接種日期	要求	多收疫苗時間 。	預計	收集疫苗	時間
	□ 第一	次到校。						
第一劑。	口 第二	次到校。	~ ~ ~					
	(共長水)	- (R12	年月日	L				
	3 第二劑。				核核溶造時期為 核 核菌一小母 。		的於被 地 數 次數學為基礎	
				1 222				
partie								
學校地址:		1						
建在明旅建县	纪 (图):	4						
		樓 屬:		有口症	*			
「部 聯络]	7料。							
負責接收疫	苗的職員與	生名:	手提電	: 話達				

訂單編號
由衛生緊聯員情質

1. 醫療機構名稱:_

2. 負責醫生姓名:

乙部 疫苗申請款式

甲部 聯絡資料 (中文/英文)

小學

衞生署

2021 / 22 季節性流感疫苗學校外展 (免費) 疫苗申請表格

表格
口 新增訂單
口 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 至衞生署 項目管理及疫苗計劃科 (傳真號碼:2544 3927)。醫療機構如於發送本表格後三個工作天內仍未收到衞生署的訂單確認通知, 請致電 3975 4848 與衞生署職員聯絡。

□ 注射式 流感疫苗	或 口 注射	式 流感疫苗	或口噴鼻式流感疫苗				
可部 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				
1. 學校編號:()	/ /				齊		
2. 學校編號:()	/ /			(+)	劑		
3. 學校編號:()	/ /			(+)	劑		
4. 學校編號:()	/ /			(+)	劑		
5. 學校編號:()	/ /			(+)	齊		
	6.	合計申請數量(丙1至丙5總和)	=	齊		
	减 7. 診所	内 該款 政府的	英苗剩餘數量	(-)	齊		
	是	(申請總數量	(丙6減丙7)	=	齊		
部 送貨資料				8			
診所地址: (講註明接收場地樓屬)				华機: □4	有 口無		
填寫申請表格 的日期: 年 _	月日	當日 上午十	· 機構收到確認通知書的 疫苗派送時間為: 時至下午一時 或 下午。 、,日及公眾假期將 不會	二時至下午至	18 \$		
負責接收疫苗的職員姓名:		聯絡電話:					
負責醫生簽署及蓋章:							



≥ 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
 - 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





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

Principal/Teacher in charge: _

To All Parents,	衛生署將於
	闹土各村以
Department of Health will arrange vaccination team (by DH or	或透過公私營合作)到校為
through public private partnership) to provide 1st dose seasonal influenza	貴家長細閱以下注意事項:
outreach vaccination at our school on (Date of vaccination). Please kindly	
note the following remarks:	1. 如在2021年9月1日後
	2. 請於接種當日攜帶季節性
1. Inform our school immediately if your child has received 2021/22	3. 請提醒 貴子女接種當天
seasonal influenza vaccine after 1 September 2021	4. 請安排 貴子女穿著方便
2. Bring Seasonal Influenza Vaccination Card on the vaccination day (if	
available)	此致
3. Remind your child to have breakfast on the vaccination day	各位家長
4. Wear clothes such that the arm can be exposed easily for vaccination	
(if receiving injectable vaccine)	

(Date of issue)

通告

有關季節性流感疫苗到校接種事宜

衞生署將於	(日期)安排疫苗接種隊(由衞生署			
或透過公私營合作)到校為 貴子女提供第	劑季節性流感疫苗接種服務。請			
貴家長細閱以下注意事項:				
. 如在 2021 年 9 月 1 日後已接種 2021/2	2 年度流感疫苗,請立即通知學校			
. 請於接種當日攜帶季節性流感疫苗接種	卡 (如有)			
. 請提醒 貴子女接種當天早上要進食早	餐			
. 請安排 貴子女穿著方便外露手臂的衣服	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			



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



Task	Proposed Timeline
Remind schools to distribute Consent Forms for vaccination to parents	At least 8 weeks before vaccination day
Collect signed Consent Forms from schools and sign the Consent Form Receipt Note	At least 6 weeks before vaccination day
Provide Excel table of consented students (Consented Student List) to PMVD via designated email account	At least 4 weeks before vaccination day
 First Report generated on eHS(S) Estimate quantity of vaccines required 	At least 3 weeks before vaccination day



Task	Proposed Timeline
 Submit Vaccine Ordering Form to PMVD Liaise with schools to decide on method of clinical waste disposal 	At least 2 weeks before vaccination day
 Final correction of any misinformation on eHS(S) Submit list of students requiring vaccination to schools 	At least 1 week before vaccination day
Final Report generated on eHS(S)	3 working days before vaccination day
First dose vaccination period	Oct to Mid December 2021
Start preparation for 2 nd dose vaccination	At least 4 weeks before 2 nd dose vaccination activity
Second dose vaccination period	by end January 2022



End of Part I