



PRINCIPALS CHECKLIST
FOR
H1N1 IMMUNIZATIONS IN SCHOOL

Broward County Health Department (BCHD) staff will begin set up for the H1N1 immunization clinic one hour prior to the opening of the student school day. BCHD needs your assistance as follows:

- Plan for vaccine administration to take place during school hours at a minimum of two days or up to five days in a one week period, depending on school size.
- Vaccination areas. There will be a minimum of two nurses on site with the potential for up to ten. Numbers of nurses will vary depending upon the number of students at the school. Please be sure of adequate space for vaccinators. Each vaccinator will need a table and chair. The number of vaccinators for your school will be communicated to you prior to the vaccination start date.
- Send home consent forms, vaccine information forms and parent letter.
- Collect consent forms from students by the due date on the letter, no less than three days prior to the vaccine administration date. Consent forms will be reviewed by a BCHD nurse.
- Recruit volunteers to assist with immunizations. The Volunteer Services Department can assist if needed (754-321-2040). Volunteers will assist with escorting children to and from the vaccination area, assist with re-supply, assure consent form is on file and complete vaccination cards, as necessary. BCHD will provide volunteers with Just in Time training.
- Provide a secure locked room or storage area for vaccination supplies. Room will need to be available three days prior to start of vaccination clinic.
- Communication. Please have a designated staff member to serve as liaison for all communication. Consider using an assistant principal, your influenza manager or, if applicable, the health services personnel assigned to your campus. This will include any emergencies, notifications and general communications.
- Have telephone access available in vaccination area.
- Identification of children (especially those who are in Elementary School). Please have children wear name badges so identification of children is assured to match with their consent form. Teacher, or appropriate staff member, will need to be present to also identify the child.
- Processes need to be in place for orderly vaccination of children. Staff or volunteers will be needed to escort students to and from the vaccination location.



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

- Availability of staff or volunteers who speak other languages as necessary for students.
- Have a private area in the immediate vicinity of the vaccination location where a child who experiences a reaction can be evaluated and treated. If a child has a reaction, we do not want them to have to be moved a great distance.
- Send home reminder and/or parent link of vaccination start up. Language will be provided by the District.
- Schools can determine their procedures for parents who wish to be present. If there are parents who wish to be present, a window of time for their child's vaccine administration will need to be communicated to the parent by the school.
- Regular janitorial and facilities management services need to be maintained.
- If media arrives at schools the school can call the BCHD Public Information Officer (PIO) Candy Sims at 954-895-5745 or the PIO of Broward County Public Schools.
- BCHD will supply emergency kits at each site.
- BCHD will supply a vaccination card to each student after completion of vaccination.