

Instructions for completing the Human Papillomavirus Vaccination Register

1. The HPV Vaccination Register

The register has 4 sheets the original page and 3 copies:

- a. 1st sheet is White – this sheet is the original and must remain in the book, **IT MUST NOT BE TORN OFF.**
- b. 2nd sheet is **Pink** – this 1st copy must be torn off and attached to the weekly summary sheet at the end of the week when the **first dose (HPV1)** is administered.
- c. 3rd sheet is **Green** – this 2nd copy will remain in the register and will only be torn off when the **second dose (HPV2)** is administered and attached to the weekly summary sheet at the end of the week.
- d. 4th sheet is Blue - this 3th copy must remain in the book until the **second dose (HPV2)** is administered. When the **second dose (HPV2)** is administered at the end of a session at the school, this sheet is torn off and handed to the relevant school representative.

2. Instructions for completing the HPV register

- a. Use a new white sheet (with the 3 copies of this sheet) of the register per school
- b. The register sheets are self-carbonated, therefore you **MUST** insert the cardboard after the fourth sheet (blue sheet), before writing on the register
- c. Use a hard tipped ball point pen (**DO NOT** use a felt tip pen or pencil)
- d. You must only write on the white sheet which must be the first sheet of your register.
- e. After completing the first entry, check to see that the imprint is legible in the three copies
- f. All the fields must be completed

3. Description of Fields

“Team name/number.”: This is a name or number (to identify the teams) allocated by the HPV coordinator/ supervisor responsible for the teams

“First round/mop-up.”: This field is to assist with data capturing by indicating whether the data was collected during the first visit to the school or during mop-up. This will avoid duplicate entries of schools in the data file.

“School EMIS No.”: This number is allocated by Education Information System (EMIS) for each school. This number can be obtained from the school list provided to the province/district/sub-district.

The field *“No.”*: This is the number allocated to each learner as entered in the register in the numerical order (e.g. for the first girl entered in the register, *“No.”* will be 1)

- a. If the number of learners in a school is more than the number of rows allocated on a page continue to a new page.
- b. The numbering must be continued from the first page and any other subsequent pages.
- c. At the bottom of the page indicate the number of pages that were completed for that school for e.g. Page 1 of 5

“Age”: Tick one of the boxes depending on the age of the girl. Make sure that the age corresponds with the date of birth.

“Consent given”: Parental consent given to the child to receive the vaccine.

- a. Tick **Yes (Y)** if consent form and learner card are received and signed. In a case where only the consent form is received without the HPV vaccination card, or vice versa, tick **Yes (Y)**.
- b. Tick **No (N)** if no consent forms (i.e. with the learner card) are returned

- c. Tick **No (N)** if the forms are returned indicating that the child should not be vaccinated.
- d. Children aged 12 yrs and above can give consent and in such cases record consent as **Yes (Y)**.

“HPV1 (Date given)” should be filled when the first dose of the vaccine is administered (HPV1).

“HPV2 (Date given)” should be filled when the second dose of the vaccine is administered (HPV2).

“Remarks”: In this column you may record the following:

- a. If the girl is absent from school on the day of vaccination.
- b. Adverse Events Following Immunisation (AEFI) and what was done about it (i.e. was the AEFI form filled and child referred)
- c. If the girl is younger than 9 yrs and therefore, not eligible for vaccination.
- d. If a girl is not eligible for vaccination because of contra-indications.
- e. If a girl has already received the vaccine from the private sector.
- f. Girls’ signatures, where required.

The column under remarks marked **“HPV1”** is for comments as per (point 8) above applicable for the first dose.

The column under remarks marked **“HPV2”** is for comments as per (point 8) above applicable for the first dose.

4 **“IMMUNISATION SUMMARY”**

Add the number of learners immunised per age group and insert totals in the respective columns. In the **“HPV1”** column you will insert the age specific number of girls given the 1st dose of the vaccination and in the **“HPV2”** column you will insert the age specific number of girls given the 2nd dose of the vaccination.

“Adverse Events Following Immunisation”: The total number of girls that had Adverse Events Following Immunisation (AEFI). The AEFI should be recorded under the remarks column. Record the total number of AEFI for *HPV1* and *HPV2* for HPV vaccine dose 1 respectively, and record in the appropriate column at the bottom. Make sure to complete the AEFI Case Investigation Form for each AEFI that occurs.

5 **“LEARNER SUMMARY”**

“Girls in Grade 4 total”: The total number of girls in Grade 4 at that school. This includes the girls:

- a. Not vaccinated for the following reasons:
 - i. below the age of 9 yrs,
 - ii. absent on the day of vaccination and
 - iii. without parental or personal (if ≥ 12 yrs) consent
 - iv. contra-indications
 - v. girls already vaccinated
- b. That are vaccinated on the allocated day of vaccination

“Girls in Grade 4 under 9 years”: The total number of girls not yet 9 yrs old on the day of the administration of the first dose (HPV1). These girls **will not** receive the second dose of the vaccine, regardless they have turned 9 yrs during administration of the second dose (HPV2).

“Girl ≥ 9 yrs not given consent”: The total number of girls whose parents (or personally if ≥ 12 yrs) refused consent to be given/receive the vaccine indicated either on the learner card and/or the consent form. This includes girls who did not return the consent form and the learner card on the day of vaccination..

“Girl ≥ 9 yrs with contra-indications”: The total number of girls who had a medical condition that prevented them from receiving the vaccine on the day of vaccination i.e. girls with bleeding disorders, or girls who had severe illness in the previous seven days, or girls who are allergic to other vaccines.

“Girl ≥ 9 yrs absent”: The total number of girls not present at the school on the day of vaccination.

“Girl new in school Grade 4”: The total number of girls who joined the school after the first dose of the vaccine was already administered.

- a. The new girls in a school should be added to the HPV vaccination register
- b. If eligible to receive the vaccine, the girl should produce the learner card before receiving the second dose of the vaccine
- c. If the girl had not received the first dose of the vaccine, the second dose should not be given

“Girl left school in Grade 4”: The total number of girls left the school after the first dose of the vaccine was already administered.

For each vaccination session (dose 1 and dose 2) the Professional Nurse/Team Leader should validate the data and sign on the last day the school was visited. If more than one page is used, all the pages should be signed.

If more than one sheet is used for a school, the totals should be recorded on the first page for the respective school.

The **“Name and Contact details”** of the Professional Nurse/Team Leader should be completed in the appropriate space during first and second dose of vaccination

The **“Name and Contact details of the School Representative”** should be completed in the appropriate space during first and second dose vaccination

- a. Ascertain from the school principal who is authorised to sign as the **“school representative”**.