



**You are receiving this Pre-Clinic Memo because your school district has designated you as the point of contact for your school's upcoming flu immunization clinic. Thank you for all your hard work to keep your students and community healthy!**

## Fall 2019 Pre-Clinic Memo

1. If your school district is distributing **paper** flu consent forms and/or informational flyers to students, please visit [igotmyforms.com](http://igotmyforms.com) to confirm receipt of those materials as soon as you receive them if you haven't already.
2. If your school district is distributing **paper** flu consent forms and/or informational flyers, please include those materials in Back-to-School packets, other backpack mail, parent nights, sports events, and other school events so parents have a chance to sign up. We recommend placing extra copies of forms and/or flyers in the front office.
3. If your school district POC has shared a Communications Toolkit with you, please use it to promote the program and let parents know they can sign up quickly and easily for no-cost in-school flu immunizations for their children by visiting [fight-flu.com](http://fight-flu.com)
4. Collect returned paper flu consent forms in a safe, secure location if your district is distributing paper consents. Please ensure that student and parent health information is kept private by storing the forms in a locked filing cabinet or the principal's office. We recommend letting someone else at your school know where the forms are stored in the event that you are unexpectedly absent on the day of your clinic.
5. Check that all returned flu consent forms are **FILLED OUT COMPLETELY**. This year, we require that consent forms are completely filled out in order for students to receive his/her vaccine. **We are unable to continue making exceptions for partially completed forms and therefore will not accept any forms where fields are left blank.** Please return incomplete forms to parents and communicate to them that their child will not receive a vaccine if their consent form is not fully completed.
6. Please **do not staple, write on, or highlight** anywhere on the paper flu consent forms. This affects our scanning and data entry processes.
7. Regularly communicate the total number of paper consent forms you have received to your Healthy Schools or school district point of contact. Having an accurate enrollment count helps us send the right number of nurses to your school. Your Healthy Schools point of contact will send you a list of students who registered digitally prior to your clinic day so that you can prepare.
8. Reserve and set up a clinic space in your school. Empty classrooms, media centers, libraries, and auditorium stages are all acceptable locations. Please do **NOT** place the clinic in the nurse's office. The clinic space should contain 8-10 chairs, 2-3 tables, and 2-3 trash cans. Please see our diagram of the ideal clinic space on Page 3 of this Memo.

9. Recruit clinic volunteers if possible. Having parents, school nurses, aides, pre-med students, or other school employees help gather verified students, bring them to clinics, and return them to class allows our nurses to administer vaccines efficiently to all students who have signed up.
10. On clinic day, our nursing team will arrive promptly at their scheduled arrival time and check in at your front office. Please greet our team of nurses upon their arrival and escort them to the clinic space you have reserved and set up. Our nurses have completed a Level 2 background check and will arrive with a state-issued ID for check-in.
11. Bring students down to the clinic in a continuous flow. Students who signed up with a paper consent form should have their form returned to them by school staff on clinic day. Those students must present their form to the clinic check-in nurse in order to enter the clinic. We recommend sending groups of 30 students down to the clinic space every 20 minutes (or at a similar rate). Ensuring that our nurses always have students to check in and vaccinate means we can conduct your clinic in a timely manner.

## Clinic FAQs

### **How do I let parents know they can sign their children up for a no-cost flu vaccine?**

Parents can sign their child up for a flu shot by visiting [fight-flu.com](https://fight-flu.com). If a parent is unable to sign up online and your district is offering paper consent forms, they can return a fully-completed consent form to school. Our website is mobile-friendly and parents can register on a smartphone if they do not have computer access.

### **Why do parents need to provide fully completed forms even if they don't have insurance? Will students with incomplete paper forms still be vaccinated?**

All services provided by Healthy Schools are at NO COST to parents or schools. Healthy Schools bills private insurance and Medicaid plans based on information parents provide. We are able to vaccinate students with Medicaid or no insurance because of our partnership with the Vaccines for Children (VFC) program. We need complete and accurate information from parents to avoid insurance fraud and fraud with the VFC program by ensuring we are providing VFC vaccines **ONLY** to the children who are eligible. Students with incomplete paper forms will **NOT** be vaccinated.

### **Who is eligible for the flu vaccine?**

The CDC recommends that anyone over six months of age receive annual flu vaccinations. Our vaccinations are preservative-free.

### **Who is ineligible to receive a Healthy Schools flu vaccine?**

Children under 4 years of age are not able to receive an in-school flu vaccination from Healthy Schools. If your child has a medical contraindication to the flu vaccine, they are also unable to receive a flu vaccination at school. Parents of these children should contact their child's doctor about vaccination options.

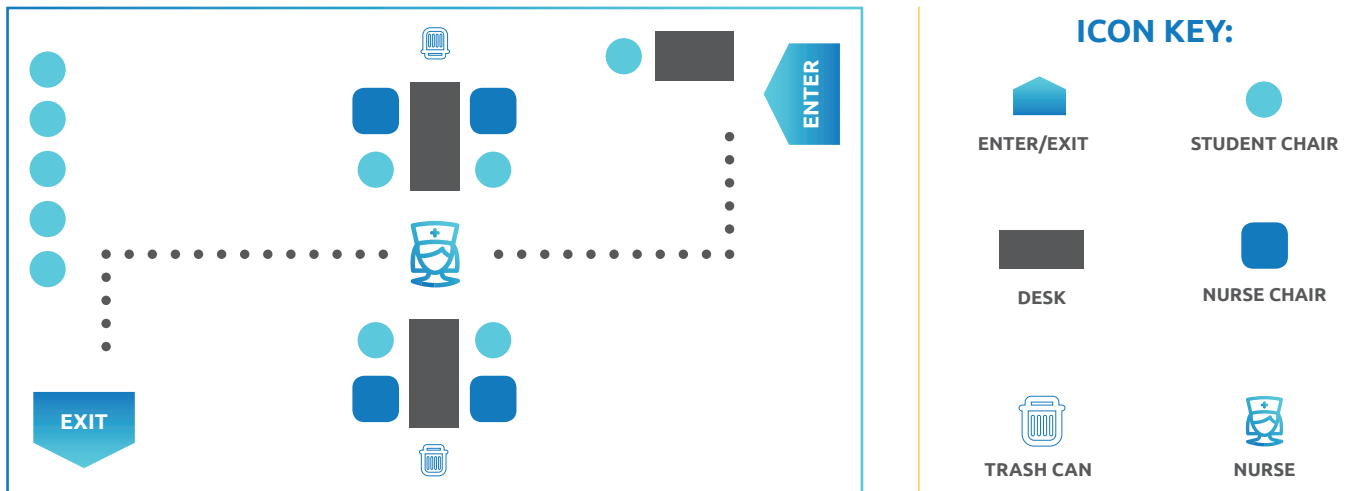
## Where can I learn more about the flu vaccine?

The quadrivalent flu vaccine is designed to protect against four different flu viruses: two influenza A viruses and two influenza B viruses. Healthy Schools vaccines are preservative-free and do not contain mercury or thimerosal. More information about the flu vaccine can be found on the Centers for Disease Control and Prevention (CDC) website: [cdc.gov/flu/](https://www.cdc.gov/flu/)

## What does the clinic space need to look like?

Please use the diagram below to set up the empty classroom, media center, library, auditorium stage, or other space in your school that you have reserved for your clinic. Please do not host the clinic in the nurse's office (it is better if healthy children being vaccinated are kept separate from ill children in the nurse's office).

### CLINIC ROOM LAYOUT



## How do you let parents know that a child was or was not vaccinated?

Vaccinated students will be provided with a post-vaccination letter containing their name, vaccine information, route/location of administration, date administered, and the nurse's signature/credentials following the clinic. Students whose parents signed them up for a vaccination digitally will receive an email in addition to the post-vaccination letter. If a student is not vaccinated, they will receive a "Did Not Vaccinate" (DNV) letter that will have an explanation as to why their student could not be vaccinated. Examples of DNVs include uncooperative children, visibly ill children, an incomplete paper consent form, or a medical disclaimer question marked "yes" on our consent form. Healthy Schools will also update state immunization databases after clinics are completed.

## What happens after students are vaccinated?

Once students are vaccinated, we ask that they sit in chairs you provided in our clinic space for 15 minutes so our nurses can observe them prior to sending them back to class (per current CDC recommendations). We will provide them with either a "Did Not Vaccinate" letter or a post-vaccination letter to take home. Once the clinic is complete, our nurses will clean up the clinic space, take any garbage accumulated, and exit the school.

## **Parents who have signed up digitally are noticing they received an email from Healthy Schools but were directed to a CareDox registration form. How are the two companies related?**

Healthy Schools has partnered with CareDox to facilitate online registration, so that is why parents may see the CareDox logo or URL on the online registration form.

## **Where can our school and parents learn more about Healthy Schools?**

For information about our in-school, no-cost health services, please visit [healthyschoolsllc.com](http://healthyschoolsllc.com), or call 1-800-566-0596.