Before Vaccination Day

- **Parent/student phone call indicating absence on vaccination day** - ADVISE PARENT:
  - Student will be vaccinated at next school clinic
  - An SMS will be sent from Public Health Unit advising catch-up at school, **but only if consent form has been sent to school**
  - **DO NOT** direct student to GP for vaccinations
- **Unwell, but at school** - nurses assess all students prior to vaccination
- **Withdrawal of consent for vaccination after completing consent form** -
  - Ask parent to contact the School Based Immunisation Coordinator at the closest PHU, Coffs Harbour - Port Macquarie 0429046229.
  - Parent to write note and send to school before planned clinic. This needs to be given to the nurses immediately on their arrival.
  - Ask parent for student name, DOB, vaccine to be withdrawn, date & time of call and
  - Provide copy of written documentation on school letterhead, with above details to nurses
- **Parent wishes to attend vaccination clinic** - Not recommended / Forward concerns to School Vaccination Coordinator

Student feels unwell following vaccination, visits sick bay:
- Contact Nurse Team Leader on mobile phone number (provided to front office on arrival to the School).
- **DO NOT** contact parents unless advised by Nursing Team
- Nursing Team will visit sick bay prior to leaving school

Students has planned to go home after vaccination - excursion/appointment:
- Student will need to stay at school for 15 minutes after vaccination

EXTRAS
- New enrolments
- **Student transfers from another high school in NSW/interstate** - contact the School Immunisation Coordinator at your nearest Public Health Unit on Coffs Harbour - Port Macquarie 0429 046 229
- **Student recently arrived in Australia** - provide parent with 2016 'Parent Information Kit' (translations available on NSW Health website)
- Inform the School Immunisation Coordinator when you have received a new Completed Consent form and to be commenced at the next Clinic

St Pauls College - Kempsey
Term 1 – 21 March 2017
Term 2 – 23 May 2017
Term 4 – 17 October 2017

North Coast Public Health (covering both MNC and NNSW)
Public Health Unit (Lismore Office)
31 Uralba St, (Po Box 498) Lismore NSW 2480

Public Health Unit (Port Macquarie Office)
Morton St, (Po Box 126) Port Macquarie NSW 2444

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