

School Clinic Procedures – Nurse Immunizers - Spring 2022

Before School Clinic

- Meet coordinator at HU or school on-time as set out in confirmation notice sent in Humanity ~
- Load school clinic onto iPad (m-Imms) at the HU (if you are not meeting the coordinator at the HU office, you will need to connect to the internet and do this from home before you go to the school in case of connectivity issues)
- Assist coordinator with inventory count, cleaning and prepping vaccine cooler, prepping/checking/loading bins and unloading at the school
- All nurses meet outside at the school office and the coordinator will go into the school office to sign everyone in

Clinic Set-up

- Organize tables and chairs to room set-up (there may not be enough room to accommodate 1 table per person).
- Clean surfaces following IPAC procedures prior to clinic start. Sign off IPAC Sheet
- Confirm vaccine inventory (must be a different nurse than who did initial count at HU), check count, LOT# and Expiry dates.
- Ensure correct lot numbers are loaded in mIMMS for that school clinic
- One nurse checks the emergency bag and signs off
- Set-up immunization station. Sharps containers never on the floor. Garbage separate from sharps. Make sure safe for self and student.
- Remove all unnecessary equipment if not needed. Tuck away bins for safety.
- No personal cell phones at desk (in case of emergency provide Melissa Nickason or Rebecca contact info)

Clinic

- Coordinator will obtain consent forms from teacher and is the main contact with the school
- Coordinator will ensure the flow of the clinic (getting students from class, overseeing aftercare and advising students when to return to class).
- Coordinator will provide overview of the vaccines and the clinic to small groups of students as they come down to clinic.
- If asked, casual staff will organize consents and ensure parent signature. If no parent signature or form not complete, staff will flag consent with sticky note for follow up phone call to parent.
- Nurses will follow school policies in the event of any school evacuation, lock down, secure and hold, fire drills etc. This will be done under direction of the school staff.
- All staff will wear their SMDHU issued identification. Clothing is to be practical, but professional and conservative
- Maintain cold chain of coolers throughout day and document temp q1h

Begin Clinic

- Retrieve consent form from coordinator
- Find student in mIMMS. Assess consent form to ensure complete; parental signature, demographics and review vaccines to be given.
- Draw up vaccines to be given and place in corresponding colored baskets:

Blue – HB, White – Menactra, Green - HPV

- Call student to your station.
- Ask them what is your name. Review the consent form with the student, receive their consent for vaccines and have student initial and date consent form.
- Provide immunizations as follows:
 - Hep B – left deltoid
 - Menactra – superior (upper) right
 - HPV – inferior (lower) right
- Keep all used vials at your workstation in container provided by coordinator
- Any wasted doses vial goes in clear basket with lid at cooler and Dose Wasted slip is completed.
- What about process of checking to see if all students have been upload throughout the day and numbers match empty vials

End of Clinic

- Nurse immunizers must ensure all clients are uploaded correctly into mIMMS.
- Coordinator will run R0790 report to ensure accuracy of inventory
- Nurse immunizers confirm own inventory - vials match mIMMS inventory. All will add numbers together and add final count to inventory sheet: Doses Used
- Coordinator will count cooler for remaining vaccines and add count to: Doses Returned
- Coordinator will ensure vaccine count balances BEFORE LEAVING CLINIC.
- The clinic can then be torn down.
- If count does not balance after attempting to resolve and find the error , ALL staff must bag own used vials and return to HU.
- If any problems during clinic with mIMMS and uploading of clinic, ALL staff must return to HU.
- Ensure school work area is left clean prior to leaving.

Return to HU

- One casual staff minimum must return to HU with coordinator.
- Coordinator & casuals will confirm inventory, return to fridge and coordinator will save R07090 report in I drive.
- Casual staff must re-load bins according to needs for next clinic

<u>Important to Remember</u>
<input type="checkbox"/> Never use student washrooms
<input type="checkbox"/> Never be alone 1:1 with student, must have back-up
<input type="checkbox"/> No cell phones at work station- can only use on break
<input type="checkbox"/> Nurse immunizers will be asked to assist with calling parents to obtain awareness over the phone if consent forms not returned or not complete. Verbal consent is acceptable but must be documented, including the name of person and relationship with student.
<input type="checkbox"/> Document any interactions as per CNO and SMDHU
<input type="checkbox"/> If there are previous vaccine dates provided on the consent, flag for the clinic coordinator to enter
<input type="checkbox"/> Keep HB Quick Reference sheet available. Discuss with nurse coordinator if unsure what vaccine to provide.
<input type="checkbox"/> The clinic coordinator needs to be made aware of any vaccine wastage.