

Vaccines for Children Program School Based Vaccination Clinic Procedures

The following procedures must be utilized when conducting school based vaccination clinics. This will allow the Immunization Program and local public health agency (LPHA) to prepare for school based clinics which impact the Immunization Program's funding and vaccine ordering while also impacting LPHA resources (i.e., personnel, funding).

1. LPHA may determine the grades/age cohorts for the clinics. Screening for VFC eligibility is required to identify children eligible to receive VFC vaccines. Children are not automatically considered VFC eligible when seeking vaccines at a local public health agency. All children must be screened for eligibility. VFC vaccine can only be administered to VFC eligible children. The Immunization Program recommends LPHA make arrangements to provide vaccine for non-VFC eligible children. If it is not economically feasible for LPHA to obtain vaccine for non-VFC eligible children, it is the responsibility of the LPHA to convey this decision to the school. At a minimum, IDPH recommends non-VFC eligible children be referred to their health care provider for vaccination.
2. Determine what vaccine(s) will be offered and the grade(s)/age cohort(s) the clinics will cover. If influenza vaccines will be offered, a date should not be scheduled until influenza vaccine is received. Delivery dates of influenza vaccine for school based clinics cannot be guaranteed due to the state's allocation, manufacturing process, and distribution timelines.
3. Schools and dates of vaccine clinics must be identified and reported to the Immunization Program as soon as possible but not less than four weeks prior to the date of the first clinic.
4. Parent consents must be received prior to placing vaccine orders to determine the number of vaccine doses to order and to ensure vaccine does not expire before it can be administered.
5. Immunization history should be reviewed in IRIS for each child prior to the administration of vaccine(s).
6. Submit the School Based Vaccination Clinic Worksheet (see attachment) to the Immunization Program by fax 1-800-831-6292 or e-mail to jessica.schultz@idph.iowa.gov. Include the vaccine brand and presentation, number of doses requested, grade level(s) and date(s) of the clinic(s).
7. Once the School Based Vaccination Clinic Worksheet has been received, a response will be sent by email within 5 working days.
8. Vaccine orders should be submitted through IRIS for the requested doses as soon as possible but not less than three weeks prior to the clinic.
9. Vaccine ordered for a school based clinic does not have to be separate from other state-supplied vaccine orders. All VFC vaccine in inventory may be used to conduct school based clinics.
10. All doses of vaccine administered must be entered into IRIS as soon as possible but no later than two weeks following administration. Vaccine series with multiple doses should be entered into IRIS after each dose is administered.
11. Transport the vaccine following proper cold chain procedures for storage and handling. Storage and handling guidelines can be found on the [IDPH Web page](#).

