

Risk Assessment Form (RA1)

Department:	Service:	Reference:
Activity: <i>Implementing the schools flu immunisation programme</i> 10 August 2020		Site: <i>Schools throughout Northumberland</i>
<i>This assessment has been produced in collaboration between the immunisation team and the County Council.</i>		
People at Risk: <i>School Staff, NHS Immunisation team, Pupils</i>		Additional Information: <u>guidance on completion: risk assessment form</u> <i>Existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i> NCC Advice: <u>http://staff/Communications/Coronavirus-information.aspx</u> Government/Public Health England Advice: <u>https://www.gov.uk/coronavirus</u> HSE Advice: <u>https://www.hse.gov.uk/news/coronavirus.htm</u> NHS: <u>NHS Hand Washing Techniques</u> <u>Children's Flu Vaccine Overview</u>
Name of Person Completing Form:	Job Title:	Date:
		Review Date:

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Poor communication with schools/parents	Anxiety of staff/pupils. Misunderstanding leading to incorrect process being followed.	M	All immunisation team staff are aware of the content of this risk assessment. The assessment will be kept under review by the immunisation team manager. Each school will be informed well in advance of the visit date to ensure that other school activities are avoided that day. Information on the immunisation programme will be issued to schools to share with parents.	L	Nominate a member of staff to be the lead contact for the immunisation team to liaise with.

			<p><i>The team will comply with individual school requirements for visitors, including the provision of contact details should these be required for test and trace reasons.</i></p> <p><i>The complex programme logistics allow little flexibility in accommodating changes to program details particularly as take up is expected to be high given the current Covid crisis.</i></p> <p><i>This year's programme is essential in order to avoid the incidence of normal flu cases which may be presumed to be Covid 19 and result in widespread precautionary actions</i></p>		
<i>Lack of appropriate parental consent arrangements</i>	<i>The vaccine could be administered without consent</i>	<i>H</i>	<p><i>The immunisation team have arranged for all parents to receive information and a consent form directly.</i></p> <p><i>Schools will encourage children and parents to look out for the consent form and return it in good time. Schools will be provided with spare consent forms/information for parents. It will be made clear to parents that failure to return the form will mean their child cannot be immunised.</i></p> <p><i>Each school will send Class/cohort lists to the immunisation team to allow them to collate cohort information and facilitate effective checking of each child's details prior to administration.</i></p>	<i>L</i>	<i>School staff to cooperate with system for effective checking of child's identity/details on the day.</i>
<i>Staff and Pupils contact with immunisation team</i>	<i>Exposure to live virus resulting in</i>	<i>H</i>	<i>School maintains preventative protocols by having in place:</i>	<i>M</i>	<i>Immunisation team double bag used PPE and remove from the site.</i>

	<i>contracting Coronavirus.</i>		<ul style="list-style-type: none"> • <i>Process for ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school (see visitor information mentioned previously)</i> • <i>Good hand and respiratory hygiene practice with ready access to facilities.</i> • <i>that minimises contacts</i> • <i>Suitable cleaning regimes</i> <p><i>Vaccine is administered using an individualised nasal spray. The staff administering the spray will wear appropriate PPE including a disposable mask, visor, apron and gloves:</i></p> <ul style="list-style-type: none"> • <i>Clean down protocol at the beginning and end of each immunisation session</i> • <i>PPE in place during immunisation sessions: facemask and visor</i> • <i>Full PPE to be changed between 'bubbles'</i> • <i>Handwashing/sanitiser on arrival, after each child & on departure</i> • <i>Maintain social distancing if not performing immunisations</i> • <i>Avoid movement to frequently used areas where possible</i> • <i>Use appropriate PPE & follow guidelines for removal etc</i> • <i>Sanitising wipes on all workstations</i> • <i>All staff inducted into COVID19 Proof requirements to ensure safe care delivery</i> 		
<i>Immunisation team entering facilities</i>	<i>Transmission of Covid virus</i>	<i>H</i>	<i>The vaccine spray will be administered within each classroom environment to prevent the need for</i>	<i>L</i>	<i>Teachers explain to children what will be happen on the day, including</i>

<i>used by different school cohorts</i>	<i>between separate school cohort groups</i>		<p><i>children to access a communal space and have contact with others outside of their cohort.</i></p> <p><i>Rigorous cleaning undertaken between each cohort's appointments.</i></p> <p><i>Administration within the classroom also reduces the risk of children becoming anxious particularly as staff will be wearing full PPE.</i></p> <p><i>The school will ensure that furniture (Adult Chair provided for immunisation staff) is set up within each classroom to allow administration of the vaccine close to the room access point and allow social distancing controls to be maintained between the administration team and the rest of the class.</i></p> <p><i>The immunisation team will work in pairs to administer the vaccine. Where possible each pair of staff will complete an entire cohort and will apply appropriate infection controls before starting to administer to a separate cohort, such as refreshing hygiene controls and changing into new PPE, where required.</i></p>		<p><i>younger children being shown pictures of nurse in full PPE to avoid anxiety on the day.</i></p> <p><i>The Immunisation team wear child friendly PPE if available.</i></p>
<i>Pupil has adverse reaction to immunisation</i>	<p><i>Anxiety for pupils and staff</i></p> <p><i>Potential need for transfer to hospital if severe</i></p>	<i>H</i>	<p><i>Prior information provided with the consent form to parents/carers will outline clinical considerations and any resultant information that may be required by the administration team prior to the immunisation.</i></p> <p><i>Administration team inform the school of any additional information they may need prior to the administration (e.g. wellness of pupils on the day). They will advise on the possible adverse reactions, side effects or symptoms that may be experienced by pupils after administration.</i></p>	<i>L</i>	

			<p><i>The administration team will inform the school of actions to take to monitor all pupils generally and of any specific considerations relating to any particular children as may be relevant.</i></p> <p><i>School staff will monitor pupils following administration of the vaccine in accordance with directions given by the administering team.</i></p> <p><i>The process to inform the immunisation team of any concerns and actions to be taken in the event of a medical emergency will be agreed in advance.</i></p> <p><i>The Immunisation team will remain on site for at least 15 minutes after the last vaccine is administered.</i></p>		
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