

Onsite Immunization Clinic – Mutual Expectations

Please read the entire document and complete three items:

1. Check off all boxes under *School's Responsibility*.
2. Sign and date the document.
3. Initial the document.

IIC has the right to cancel the clinic if our policies and procedures have not been followed.



INDIANA
IMMUNIZATION
COALITION

vaccinateindiana.org

IIC's Responsibility

IIC will vaccinate with all RECOMMENDED vaccines based on ACIP recommendations.

IIC will vaccinate based on immunization history in CHIRP.

IIC will contact the school if a registered student does not have an immunization history in CHIRP

IIC will collect insurance information on all registered students/staff to bill the administration fee. IIC will NOT charge an administration fee to those without insurance. IIC will NOT charge any registered student/staff for any declined insurance payments - any declined insurance payments will be absorbed by IIC

IIC will schedule a block of time, IIC will end the vaccination clinic when all students/staff present have been vaccinated.

All IIC clinic staff will adhere to CDC's guidance on mask wearing

IIC will bring appropriate staffing, supplies, and vaccines based on the number of individuals pre registered.

IIC will disinfect tables and chairs used before and after the clinic.

IIC will accept parental refusals of specific vaccines ONLY via completion of the refusal form, you can request the form at refusal@vaccinateindiana.org or by phone (317-628-7116).

IIC will not send an immunization record with each student in an effort to keep the clinic running smoothly and mindful of time. If a parent has a question about what vaccine their student received they can contact IIC (clinic@vaccinateindiana.org or 317-628-7116).

It will be advertised as an optional service for those families that choose to participate.

IIC will not initiate the COVID vaccine series without explicit parental request but we will complete the COVID series if it has already been started. If your child has started the COVID vaccine series and you do NOT want them to complete the series, then please complete the Vaccine Refusal Form within 48 hours prior to the scheduled immunization clinic.

We will communicate with the designated contact at each school; we cannot arrange clinics with the corporate-wide contact.

IIC REPRESENTATIVE SIGNATURE:

YOU MUST INITIAL THIS SECTION

I understand IIC will vaccinate with all recommended vaccines and this includes influenza, HPV and Meningitis B. I understand that if I only include school required vaccines in my communication to families that this will cause misunderstanding and confusion. The school will either not send home a list of needed vaccines OR will be sure to include all recommended vaccines (influenza, HPV, Meningitis B) as well.

School's Responsibility

Space Needs:

- Designated classroom/cafeteria space/vaccination space large enough to hold the following
- 3 – 4 Tables
- 8 – 10 Chairs
- Large trash can
- Access to password protected Wi-Fi
- Signage pointing to the location
- Power outlets

Additional Needs:

- Interpreter (if necessary)
- Staff member readily available during the entire duration of the clinic to call down students/staff to the designated vaccination area
- Instruction on where to park and entrance to use
- Availability of a staff member to assist looking up student immunization records if they are unavailable in CHIRP in the days leading up the clinic

The school will communicate to students and families that IIC will vaccinate with all age-recommended vaccines and not just 'school required' vaccines.

If a parent expresses a specific vaccine refusal, school staff will refer parents to IIC's vaccine refusal process and stress the importance of submitting the refusal at least 48 hours prior to the immunization clinic.

The school is responsible for ensuring at least **15 students** have pre-registered for the clinic at least two days in advance via the pre-registration link or paper consent forms. If at least 15 students/staff have not pre registered for the clinic at least two days in advance IIC has the right to cancel the clinic.

The school is responsible for sending any paper consent forms received back to IIC within 48 hours prior to the immunization clinic.

The school is required to use IIC templates or receive prior approval of any communications about the clinic to prevent confusion.

If the school does not use IIC templates, the school is required to send a copy of the templates and flyers sent to parents.

SCHOOL REPRESENTATIVE SIGNATURE:

INITIAL
