

On-Site Immunization Clinic Mutual Agreement

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.



IIC'S RESPONSIBILITY

IIC's Vaccination Policies

- IIC follows evidence-based vaccine schedules. This includes, but is not limited to, the American Academy of Pediatrics (AAP), the American Academy of Family Physicians (AAFP), and the American College of Obstetricians and Gynecologists (ACOG)

- IIC will vaccinate with all age-recommended vaccines as indicated by evidence-based vaccine schedules

- IIC will not administer the Meningitis B, COVID-19, and/or influenza vaccine without explicit parental request. for those ≤ 17 years)

-IIC will accept parent requests OR refusals of specific vaccines (for those ≤ 17 years) ONLY via email at clinic@vaccinateindiana.org or by phone (317) 628-7116.

- 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 in an attempt to obtain immunization records prior to the clinic.

IIC's Insurance and Payment Policies

- 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 offer all vaccines at no cost to those without insurance with the exception of the Shingles and adult RSV vaccine.

- IIC will absorb any declined insurance payments, we will NOT charge any registered patients/staff for any declined insurance payments.

IIC's Clinic Protocols

- IIC will schedule a start time for the clinic and will end the clinic when all students/staff that registered have been vaccinated.

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

- IIC will disinfect tables and chairs used

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

- IIC will upload all administered vaccines to the state immunization registry (CHIRP).

IIC REPRESENTATIVE SIGNATURE:



YOU MUST INITIAL THIS SECTION

I understand IIC will vaccinate with all recommended vaccines and this includes the HPV vaccine starting at age 9 years. I understand that if I only include school-required vaccines in my communication to families, 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 as well.

INITIAL _____

SCHOOL'S RESPONSIBILITY

Physical Requirements

-Designated large conference room/empty classroom/cafeteria/vaccination space including the following:

- 6+ Tables (minimum)
- 10+ Chairs (minimum)
- Large Trash Cans

-Access to ramp (or elevator) for our equipment if not located on ground level.

-Signage directing to the location of the clinic.

-Power outlets for refrigerator equipment, laptops and mobile printers.

Peripheral Requirements

-Access to password protected Wi-Fi.

-Interpreter (if necessary).

-Staff member available during the entire duration of the clinic to call down students/staff to the vaccination clinic area.

-Instructions on where to park and what entrance to use.

-Availability of a staff member to assist looking up patient immunization records if they are unavailable in CHIRP in the days leading up to the clinic.

-The school will ensure CHIRP is updated with immunization records as IIC will vaccinate based off CHIRP history; this will avoid unnecessary vaccinations and confusion during the clinic.

Family Communication Requirements

-The school will communicate to students/families that IIC will vaccinate with all age-recommended vaccines and not just 'school-required' vaccines. This includes HPV vaccine starting at age 9 years.

-If this information is not distributed, any parents who call unaware that all recommended vaccines will be administered will be directed back to the school by IIC staff.

-If a parent/guardian expresses a specific vaccine request OR refusal, the school will direct parents (for those ≤ 17 years) to IIC's process and stress the importance of submitting at least 48 business hours prior to the immunization clinic.

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

-If the school already has a parent letter/email template in place, then they agree to send it to IIC for approval before sending it out to school families to ensure consistent and accurate messaging.

-The school will advertise the clinic frequently and on various platforms to promote participation.

Communication Requirements with IIC

-The school is responsible for ensuring at least 20 students have pre-registered for the clinic at least 2 business days in advance via the pre-registration link or paper consent forms. If at least 20 patients have not pre-registered for the clinic at least 2 business 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 business hours prior to the immunization clinic.

SCHOOL REPRESENTATIVE SIGNATURE: