

NHS FIFE WIDE IMMUNISATION PROCEDURE

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Procedure Manual/System	CLINICAL		
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Approved By:		Last Review Date September 2015	
Acting Director of Public Health			
Head of Health Improvement Team			

General Note

NHS Fife acknowledges and agrees with the importance of regular and timely review of Procedure statements and aims to review procedures within the timescales set out.

New procedures will be subject to a review date of no more than 1 year from the date of first issue.

Reviewed procedures will have a review date set that is relevant to the content (advised by the author) but will be no longer than 3 years.

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If a Procedure is past its review date then the content will remain extant until such time as the Procedure review is complete and the new version published.

1. **FUNCTION**

This procedure supports the implementation by NHS Fife of the National Immunisation Programme and any other Health Board immunisation requirements, ensuring best practice in all aspects of the immunisation.

2. **LOCATION**

This procedure applies in all locations where NHS Fife staff are required to provide individual or mass immunisation including hospitals, clinics, schools and domiciliary settings etc.

3. **RESPONSIBILITY**

Organisational Responsibilities:

NHS Fife, through the Area Immunisation Steering Group, holds the responsibility for:

- 3.1 Ensuring that the National Immunisation Programme is implemented, delivered and monitored within NHS Fife, including in-patient delivery of the relevant components of this programme, e.g. Influenza vaccination for long-stay in-patients.
- 3.2 Maintaining a robust governance framework to support immunisation activities including policy framework and educational provision.

Individual Responsibilities:

All NHS Fife staff involved in the provision of immunisation must:

- 3.3 Undertake appropriate training relevant to their role. Information on immunisation courses can be sought from Practice and Professional Development.
- 3.4 Ensure competency in all aspects of immunisations, including assessment of suitability for immunisation, knowledge of vaccine and contra-indications, storage and management of vaccines etc.

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- 3.5 In-patient staff must ensure that they have familiarised themselves with the annual immunisation information update prior to commencing immunisation. This will be circulated on 1st October annually.
- 3.6 Be competent in the Management of Adverse Event – e.g. Anaphylaxis or Syncope in-line with NHS Fife Policies - see Section 6 : Related Documents
- 3.7 Be competent in the management and reporting of adverse event – e.g. needle-stick injury, immunisation error or break in cold chain in accordance with section 5 of this policy
- 3.8 Maintain accurate records.
- 3.9 Ensure consent obtained prior to immunisation in accordance with NHS Fife Policy on Obtaining Informed Consent (2013)
- 3.10 Compliance with additional professional regulatory requirements (e.g. NMC etc) and NHS Fife Policies and Procedures - see Section 6 : Related Documents

4. OPERATIONAL SYSTEMS

In NHS Fife the following systems support the operational management of immunisation;

- 4.1 Patient Group Directions (PGDs)
- 4.2 Patient Specific Direction (PSDs)
- 4.3 Safety Briefing
- 4.4 Consent
- 4.5 Record Keeping
- 4.6 Datix
- 4.7 Yellowcard scheme

5. RISK MANAGEMENT

- 5.1 It is the responsibility of all staff to report adverse events including near misses on DATIX WEB reporting system.

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- 5.2 It is the responsibility of line-managers to comply with NHS Fife Policies relating to immunisations – see Section 6 : Related Documents
- 5.3 All Practitioners must report unexpected/adverse reactions to the appropriate medical practitioner, record these in the patient's medical and nursing records and report directly to the Commission on Human Medicine through the yellow card scheme (www.yellowcard.gov.uk)
- 5.4 Staff must ensure that all procedures are in place to activate emergency response.

6. RELATED DOCUMENTS

- 6.1 NHS Fife wide policy for The Response and Management of Cardiac Arrest or Acute Medical Emergency in our Community Services, 2015
- 6.2 NHS Fife Wide Procedure for the Management of Anaphylaxis for Community Services 2015
- 6.3 NHS Fife Code of Practice Medicines Policy Medicines Administration and Recording, 2015
- 6.4 NHS Fife Wide Policy on Obtaining Informed Consent, 2013.
- 6.5 NHS Fife Code of Practice Medicines policy, F10-2, Development, Review, Ratification and Distribution of Patient Group Directions, 2014.
- 6.6 NHS Fife Adverse Events Policy, 2014

7. REFERENCES

- 7.1 Immunisation against Infectious Disease “The Green Book” available at http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_079917
- 7.2 British National Formulary (BNF) 64, September 2012 (current edition available at www.bnf.org).
- 7.3 NMC 2009, Standards for Medicines Management. Nursing and Midwifery Council, London

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- 7.4 NMC 2009 Records Keeping. Guidance for Nurses and Midwives, Nursing and Midwifery Council, London
- 7.5 NMC 2015, The Code; Professional Standards of Practice and Behaviour for Nurses and Midwives. Nursing and Midwifery Council, London

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