

Training for SBC 2023- 2024

Intended for Non-Clinical Team Members



Key Content

- ✓ Policies and Procedures
- ✓ Clinic Flow
- ✓ Emergency Management
- ✓ After Clinic/Vaccination



How to Access Real Time Medical Direction

General information – local number 603-826-6500

General Information – toll-free 800-640-5114

Clinical Assistance (8a-8p) **800-640-5114**

Clinical Assistance (back-up #1) 603-848-1333

Clinical Assistance (back-up #2) 603-504-4372

Who Will You Reach?

- Cecilia Keady, DNP, FNP, APRN
- Anna McFarlin, PA-C

When Can You Call:

8am - 8pm every day of the week!



Screening Prior to Entry

- ✓ Are you feeling well today?
- ✓ Any recent exposure to sick people?
- ✓ Do you have a fever, chills, or feeling feverish?
- ✓ Any runny nose, nasal congestion, sore throat, cough, difficulty breathing, or loss of taste/smell?

If yes to any of the above vaccine recipient should be deferred from entry



POLICIES & PROCEDURES



Patient Verification

Establish Verification Procedures:

- Have at least 3 people (if enough staff) verify patient prior to vaccination administration
- Ask “what is your name” “when is your birthday”
- Do not say “you’re John Doe, correct?”



Disease Prevention

- Wear a face mask that covers your mouth and nose (optional)
 - This protects from droplet transmission (common viruses like influenza and COVID-19 are spread via droplets)
 - Disposable face masks should be discarded at the end of each shift or sooner if they become soiled.
- Avoid close contact with others
- Avoid touching your face such as your eyes, nose and mouth with unwashed hands.
- Clean and disinfect frequently touched surfaces daily
- Wash hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available



Standing Orders

We are authorized under state law, standing orders enable eligible nurses and other healthcare professionals (e.g., pharmacists) to assess and vaccinate people who meet certain criteria. They may do so under the standing order without the need for clinician examination or direct order from the attending provider at the time of interaction

- Name of medication/Vaccine. Who may receive it. What is the dose. How to administer.
- Emergency Management
- It is the vaccinator's responsibility to be familiar with both the routine and emergency standing orders prior to the start of the clinic.

On-Site Medical Services [Standing Orders](#)



Consent Form Process

Consent forms have been revamped for the 2023-2024 school year!

Consent forms will be available via paper copy and online fillable forms.

Process:

- ❖ Consent forms will be made available to parents at the start of the school year (either email with fillable form or paper copy)
- ❖ Parent/guardian signature is valid for 90 days.
- ❖ Team member/school nurse/administrator will send out clinic reminder to all parents 10 days prior to vaccine clinic (either email blast, paper copy, etc.) reminding them of the clinic and if any changes are needed to the consent form to call asap!
- ❖ Day of clinic, a school nurse/school administrator will sign attesting that the reminder was sent out to families reminding them of the clinic.



Policy for Vaccinating Minors

Updated Policy for Vaccinating Minors (full policy in Standing Orders)

- ❖ Parental signatures are valid for **90 days from date of signature**. If parent/guardian is not present
- ❖ The parent must be sent vaccination clinic reminder 10 days prior to vaccine clinic
 - This can be email blast via school, paper hand out, etc.
 - Must have reminder to inform school of any changes if requested.
- ❖ School nurse/administrator will sign the day of vaccine clinic attesting that notification was sent out to parents.



Protecting Patient Health Information

Keeping patient's medical information confidential and safe is top priority!

Some Tips:

- ❖ Keep conversations confidential
- ❖ Offer resources when application but keep all information collected to a minimum need to know
- ❖ Keep areas of information collected screened off and conversations low to ensure patient confidentiality is maintained
- ❖ Ensure consent forms are locked up and secure during clinic hours and at all times, in accordance with state, federal and HIPPA guidelines



Needle Stick Injury

Steps to follow:

1. Immediately wash site with copious amounts of soap and warm water.
2. Notify clinic supervisor
3. Clinic supervisor
 - a. Notify source patient that they can be tested for blood borne pathogen (BBP) at local urgent care or with their PCP under their personal insurance
 - b. The staff member should seek care at local urgent care for BBP testing utilizing personal insurance.
4. Supervisor should contact on call medical provider at 603-338-9292 for further instructions



CLINIC FLOW



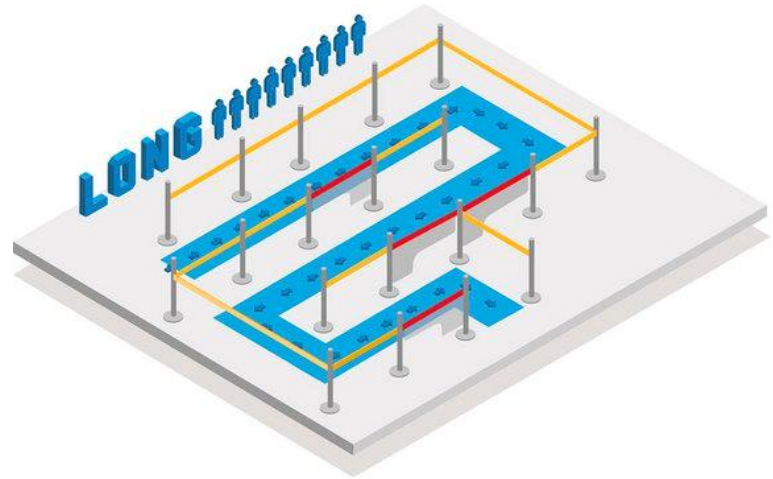
Clinic Flow

Safety Considerations:

- Avoid crowding/clustering
- Properly spaced stations, waiting areas
- Unidirectional clinic flow
- Optimize ventilation
- Schedule separate time for high risk patients

Clinic Tips:

- Bring patients down in small groups
- Use privacy screens
- Utilize teachers and staff at school based clinics to help identify younger children



Letters for School Based Clinics

- An explanation about why the vaccination is recommended for children
- An announcement that the vaccine will be offered at the school, along with the clinic date(s) for both doses
- Request for parental/guardian consent
- Contact information in case parents/guardians have questions or concerns.



Clinic Flow

Screener

No clinic entry if screening is positive.

Registration

Screen

Vaccinator

Screen

Vaccinator

Area for
Vaccine Cooler and
Emergency Supplies

Exit & Observation Station

(Waiting Area)

After Vaccination (15-30 min)

Pre-Vaccination
(Waiting Area)



Verify Consent Form

1. Ensure screening questions are completed. If “yes” to answer question, please refer to On-Site Medical Services Standing Orders or call provider on call at **800-640-5114**
2. Verify patient demographics
3. At least 3 people must review and confirm the consent form is signed!
 - a. **NEVER vaccinate a patient without signed consent form**



Observation

All school based clinics will require an observation period after all vaccinations.

15 minute wait period: for any individuals with no previous allergic reaction to any vaccination

30 minute wait period for any individual with:

- Any history of allergic reaction of any severity within 4 hours after receiving another vaccine or injectable medication therapy
- A contraindication to a similar type of vaccine
- A history of anaphylaxis due to any reason known allergies to other vaccinations and/or medication.

Anyone that shows any warning signs of adverse reaction or side effect to vaccination will need to wait at least 30 minutes and be evaluated by medical staff.



Emergency Management



Signs of Adverse Reaction

Localized reactions: soreness, redness, itchiness, swelling at site, bleeding.

Moderate reactions: paleness, sweating, coldness in hands/feet, nausea, lightheadedness, dizziness, weakness, visual disturbances, fall

Severe reactions: swelling of lips, face or throat, coughing or trouble swallowing, severe wheezing, shock, cardiovascular collapse. Administer epinephrine immediately.



Emergency Management

- ❖ It is an individual's responsibility to review the Emergency Management plan prior to any clinic.
- ❖ Know your role in an emergency scenario
- ❖ Know where emergency supplies are located
- ❖ Notify the Clinic Supervisor if anyone is feeling unwell
- ❖ At least one clinic staff member must be an RN or paramedic who has current CPR/BLS certification. They are the primary emergency responder for the clinic.
- ❖ Notify the primary emergency responder immediately with any signs of severe reaction or anaphylaxis

Call 911 → assess the patient → initiate treatment, administer epinephrine if indicated → work with Emergency Medical Services upon their arrival



How to Help in an Emergency Situation

- ❖ Know where the emergency kit is
- ❖ Know who the Primary Emergency Responder is
- ❖ Ask before the clinic - Is there a landline on site?
- ❖ Ask before the clinic - Is there cell service or is it spotty?
- ❖ Help keep other children away from the emergency while the clinical team members and EMS work





After Vaccination

Cleaning and Disinfection

- ❖ Sanitize tables and chairs often (i.e. between each class for SBC, or every 6 vaccine recipients)
- ❖ Sanitize commonly touched items such as clipboards, pens.



After Clinic

- Reconcile inventory
- Collect all forms
- Documentation
- Clean your areas
- Take all sharps with you
- Upload consent forms
- Upload mobile temperature log



QUESTIONS?

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