

Training for SBC 2024- 2025

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 – toll-free 800-640-5114

Clinical Assistance/On-Call Provider (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 Monday-Saturday!



Screening Prior to Entry

Every individual should be screened prior to entry of the clinic, by asking the following:

- ✓ 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 verify patient identity prior to vaccine administration.
- Ask “what is your name?” “when is your birthday?”
- Do not say “you’re John Doe, correct?”
- If unable to verify patient, **DO NOT VACCINATE.**



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

Standing orders are written protocols that authorize designated members of the health care team (e.g., nurses or medical assistants) to complete certain clinical tasks without having to first obtain a physician order. Under state law, nurses and other healthcare professionals, can operate under standing orders which enable them to assess and vaccinate eligible people. Standing orders for SBCs are provided by On-Site Medical Services and include:

- Orders for Vaccine Administration and Emergency Medical Management.
- Name of medication/vaccine, who may receive it, what is the dose, how to administer.
- Guidance for vaccinating minors, screening patients, and more.

It is the vaccinators' responsibility to be familiar with both the routine and emergency standing orders prior to the start of the clinic. Standing orders will be present at every clinic.

Consent Form Process

Consent forms have been revamped for the 2024-2025 school year!

Consent forms will be available via paper copy, digital fillable PDF, and online through Wellbility. The training for Wellbility will be separate from this training.

Process:

- Consent forms will be made available to parents at the start of the school year (either paper version, digital fillable PDF, or email with instructions for Wellbility).
- 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 to call ASAP if any changes need to be made to the consent form.
- Day of clinic, a school nurse/school administrator will sign the Clinic Reminder Attestation form attesting that the clinic reminder was sent out to families.

Policy for Vaccinating Minors

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.
- There must be a written signature for consent. **We cannot accept any verbal consent.**
- The parent/guardian must be sent vaccination clinic reminder 10 days prior to vaccine clinic.
 - Reminder should include (at a minimum) the date of clinic and that parent/guardians should inform school if any changes need to be made to submitted consent form.
 - This reminder can be email blast via school, paper hand out, etc.
- **Any child that does not have a signed consent form at time of vaccination will be declined vaccination.**
- Must confirm the entirety of the consent form is complete. If there are missing sections of the consent form, vaccination must be deferred while the remainder of the consent form is completed.

Protecting Patient Health Information

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

Some Tips:

- Keep conversations confidential.
- Keep all information collected to a minimum need to know, offer resources when applicable.
- Keep areas where personal identifiable information (PII) is collected screened off and conversations low to ensure patient confidentiality is maintained.
- Ensure consent forms and any documents containing PII are locked up and secure during clinic hours and at all times, in accordance with state, federal, and HIPAA guidelines.
 - All forms containing PII should be flipped upside down at clinic when not locked up.

All clinic staff/volunteers must sign the Immunization Oath of Confidentiality before working at any clinic.

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 must:
 - a. Identify source patient and ask if they will share their contact and medical information and be tested for blood borne pathogens (BBPs) to inform care of person exposed. Testing may be done at a local urgent care or with their PCP under their personal insurance. **It is important to get source information when possible.**
 - b. The exposed staff member should seek care immediately at local urgent care for BBP testing utilizing personal insurance.
4. Supervisor must immediately contact on call medical provider at **800-640-5114** for further instructions.





CLINIC FLOW

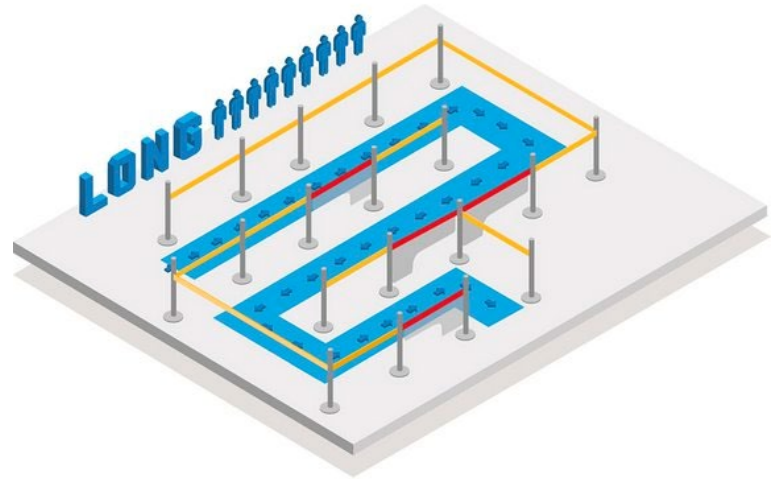
Clinic Flow

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 verify identity of younger children.



Clinic Flow

Each clinic space will be slightly different but should include each section shown here.



Screener

Registration

Screen

Vaccinator

Screen

Vaccinator

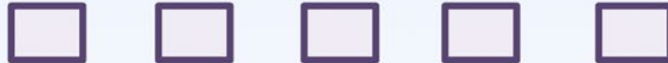
Exit & Observation Station

(Waiting Area)

After Vaccination (15-30 min)

No clinic entry if screening is positive.

Area for
Vaccine Cooler and
Emergency Supplies



Letters for School Based Clinics

- Explain why the vaccination is recommended for children.
- Announce that the vaccine will be offered at the school and when.
- Request parental/guardian consent.
- Provide Clinic Supervisor contact information in case parents/guardians have questions or concerns.

Verify Consent Form

1. Ensure screening questions are completed. If answer is “yes” to questions #1-3, please refer to On-Site Medical Services Standing Orders or call provider on call at **800-640-5114**.
 - a. If yes to question #4, patient can still be vaccinated but alert clinical staff for additional precautions.
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.**
 - b. Refer to policy for vaccinating minors.

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 an 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.

Be sure to know who the established medical responder is prior to the start of each clinic and watch for adverse reactions in every vaccine recipient.

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

Recognizing an emergency is the job of everyone at a clinic.



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, at a minimum).
- Sanitize commonly touched items such as clipboards, pens.



After Clinic

- Reconcile inventory.
- Collect all forms.
 - Keep all patient protected forms locked up and away from others.
- Ensure all consent form documentation is complete.
- Clean your areas.
- Take all sharps containers with you (ensure all sharps are safely in container).
- Upload consent forms.
- Upload mobile temperature log and clinic daily reporting form.
- Upload incident report forms, when applicable.

QUESTIONS?

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