

<b>Document Type:</b>	<b>Standard Operating Procedure</b>	
Reference Number : <b>2012</b>	Version Number: <b>5</b>	Next Review Date: <b>2 October 2021</b>
Title:	<b>SOP Administration of Inactivated Influenza Vaccine</b>	
Document Author:	Associate Director Nursing & Antimicrobial Pharmacist.	
Applicability:	Registered nursing staff employed by Torbay and South Devon NHS Foundation Trust (TSDFT).	

### Scope of this SOP

Applicable to registered healthcare practitioners employed by Torbay and South Devon NHS Foundation Trust (TSDFT).

### Competencies required

Registered healthcare practitioners employed by TSDFT within the community settings are required and must be able to show evidence of attendance at annual immunisation training, annual basic life support training and yearly anaphylaxis training/update along with the Trust's mandatory training.

### Patients covered

Adult clients (aged 18yrs and over) within a residential care home setting or those who are 'housebound' due to ill health or disability and who are eligible for influenza vaccination under the categories as defined by the seasonal flu immunisation programme 2020/20 (Appendix 2) circular available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907149/Letter\\_annualflu\\_2020\\_to\\_2021\\_update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907149/Letter_annualflu_2020_to_2021_update.pdf)

(Accessed 30.09.20)

The broad risk groups are listed in Appendix 2.

**Housebound** - *“A housebound patient is defined as a patient to whom the contractor (primary care) would normally offer home visits as this is the only practical means of enabling the patient to consult a general practitioner face to face. This includes patients living in a care home, who are registered with a GP practice and who meet the definition of a housebound patient.”*

### Procedure

1. Community Nurse (CN) Leads must ensure an agreed and clear line of communication between GP practices and nursing teams.
2. Names and signatures of all appropriately registered healthcare practitioners authorised to use the Patient Specific Direction (PSD) for the administration of Inactivated Influenza Vaccine must be completed. A copy of the original list must be held by the authorising manager. A scanned copy will be sent to each practice manager as a separate document to the PSD.
3. A list of clients active on the CN caseload will be generated and sent to GP practice(s). These will be the responsibility of the CNs to vaccinate. The General Practitioner (GP) must forward to the relevant nursing teams, a completed and signed PSD for each client eligible for influenza vaccination using the 2020/2021

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forms provided. This acts as the authorised administration form for the nursing teams to work from.

4. Delivery of Inactivated Influenza Vaccine must be made directly to an appropriate drug storage fridge in order to maintain the 'cold chain'. Vaccines **MUST** be stored in a refrigerator used solely for medicinal products and with temperatures maintained at 2-8°C. Refrigerator temperatures must be monitored and recorded daily. These records need to be archived and stored for a minimum of 8 years. Vaccines must be left in the original packaging.
5. Required vaccines must be collected and removed from the drug fridge on the day of administration, just before use and transferred to an appropriate validated cool box (as supplied by a medical company) for transportation. Domestic cool boxes **MUST NOT** be used to store, distribute or transport vaccines as these have not been validated and the internal box temperature over several hours cannot be guaranteed. Vaccines must be kept in the original packaging, wrapped in bubble wrap or similar insulation material and placed into the cool box with ice/cool packs as recommended in the manufacturer's instructions. This will prevent direct contact between the vaccines and the cool packs which may cause the product to freeze. It will also protect the product from damage.

Vaccines transferred to centrally located drug refrigerators for collection by the Community Nursing staff must also be transported in accordance with the Trusts Cold Chain Policy for Medicines and Vaccines Ref: Cold Chain Policy for Medicines and Vaccines [Cold Chain Policy for Medicines and Vaccines G1913](#).

Registered healthcare professionals must ensure that they only use the manufacturer's instructions for packing and storage of the cool boxes. A record of the batch number and which surgery the vaccine was obtained from must be taken. The vaccine box must be marked with the surgery's sticker before removal from the practice to ensure an audit trail. The stock proforma in Appendix 5 must be completed to ensure accurate numbers of vaccines are recorded for each practice. These measures will maintain cold chain storage, ensure that batches of vaccine can be tracked and help minimise the risk to quality and stability of vaccine.

Registered healthcare professionals will collect the required quantity of vaccine from the relevant surgery refrigerator in a validated cool bag. For their rounds all vaccine boxes must have the appropriate surgery sticker applied on removal, i.e. one per patient.

6. **REGISTERED HEALTHCARE PRACTITIONERS MUST CHECK** that an equal number of patient information leaflets is supplied with the vaccines.
7. **For clients vaccinated in their own home:** Prior to the visit, the client's name, address and date of birth details must be completed on the 'Influenza Vaccination Assessment Form – Domestic Setting' (Appendix 1). The registered healthcare practitioner must check these details against the PSD form to ensure only named clients appearing on the PSD receive vaccination.

Individual client assessment must be undertaken prior to administration and must include discussion with the client on reason for vaccination. The registered healthcare professional must document whether informed consent has been

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obtained. All assessment details must be documented on the 'Influenza Vaccination Assessment Form – Domestic Setting' (Appendix 1). If there is any doubt as to suitability of the patient for vaccination then the GP must be contacted.

8. **For clients vaccinated within the care home setting:** client identification must be undertaken by the registered healthcare practitioner with a senior member of care home staff. This includes any clients who are seen in their own room. Prior to the visit, the individual client's name, address and date of birth details must be completed on the 'Influenza Vaccination Assessment Form – Domestic Setting' (Appendix 1). The registered healthcare professional must check these details against the PSD form to ensure only names of clients appearing on the PSD receive vaccination. Registered healthcare professionals must document that all clients (or where necessary, a senior member of care home staff) have been asked all the assessment questions on the form to ensure that vaccination is safe. If there is any doubt as to suitability of the patient for vaccination then the GP must be contacted.

A 'Visit Feedback Form' (Appendix 3) must also be completed and signed by all participating registered healthcare professionals. A copy of this should be provided for the care home to retain.

9. Where informed consent has not been obtained from the client in either setting, the registered healthcare professional must be able to demonstrate that a multi-disciplinary assessment has been made including an assessment of capacity. Consent form 4 'Form for adults who are unable to consent to investigation or treatment' must be completed to demonstrate that any decision to undertake vaccination has been made in the best interests of the client (Mental Capacity Act 2005 section 1(5)).
10. Prior to administration the registered healthcare practitioner must check the identity of the vaccine to ensure the correct product is used. The expiry date must be checked. Vaccines must not be used after the expiry date and they should be carefully discarded and replaced. Administration of vaccine must be undertaken strictly in accordance with the manufacturer's instructions.
11. The vaccine must only be given by intramuscular or deep subcutaneous route only.
12. Vaccination will be carried out in accordance with national and local infection control protocols.
13. The date of administration, brand name of vaccine, batch number, source of vaccine, i.e. surgery from which the vaccine is obtained from, dose given, site given (e.g. L deltoid), expiry date and registered healthcare professional signature must be recorded on the individual client's record and also on the PSD authorised administration list.
14. Written and verbal post vaccination advice, including a patient information leaflet, must be given to the client/carer and must include information on possible side effects, local reactions and high temperature/fever management. Provision of this information must be documented. **N.B. simple analgesic use for fever**

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**prophylaxis prior to vaccination is no longer recommended because there is some evidence that it may reduce the antibody response to the vaccine. (Ref, PHE Green Book, chapter 8).** However, paracetamol can be used to treat fever if this develops after vaccination.

15. In the event that a vaccine is not administered, the reasons for this must be clearly documented, including why the client declines or refuses to have the vaccination.
16. Any unused vaccines that have been maintained and stored correctly in a validated cool bag for no longer than recommended by the manufacturer can be returned to the storage fridge. These vaccines must be clearly marked when replaced into the storage fridge. Any vaccines that have **not** been maintained in accordance with manufacturer's instructions must be disposed of as quality and stability of vaccine may have been compromised. This must also be documented at the site of storage.
17. A patient information leaflet must be provided to every patient, which must be included in each container, and are also available at:  
<https://www.medicines.org.uk/emc/product/666/pil> (Accessed 30.09.2020)  
<https://www.medicines.org.uk/emc/product/10012/pil> (Accessed 30.09.2020)

#### References:

- PHE (2013) Storage, distribution and disposal of vaccines; the Green Book; Chapter 3. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/223753/Green\\_Book\\_Chapter\\_3\\_v3\\_0W.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223753/Green_Book_Chapter_3_v3_0W.pdf) (Accessed 30.09.2020).
- Mental Capacity Act 2005 (as amended 2009): Deprivation of liberty safeguards - Code of Practice to supplement the main Mental Capacity Act 2005 Code of Practice
- Influenza: The Green Book. Version 23.04.19. Public Health England (PHE). Accessed via <https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19> (Accessed 30.09.2020).
- The National Flu Immunisation Programme 2020-2021 Plan & Letter. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907149/Letter\\_annualflu\\_2020\\_to\\_2021\\_update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907149/Letter_annualflu_2020_to_2021_update.pdf) (Accessed 30.09.2020).
- Vaccine Safety and Adverse Events following Immunisation: The Green Book; Chapter 8. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/147868/Green-Book-Chapter-8-v4\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/147868/Green-Book-Chapter-8-v4_0.pdf) (Accessed 30.09.2020).
- Torbay and South Devon NHS Foundation Trust (TSDFT). Infection Control Surveillance Policy. [Ref: 0782](#)
- Torbay and South Devon NHS Foundation Trust Anaphylaxis/Anaphylactic Shock Policy, [Ref: 0337](#)
- JCVI advice on influenza vaccines for 2020-21 <https://app.box.com/s/t5ockz9bb6xw6t2mrrzb144njplimfo0/file/529004924372>

## **Appendices**

### **Appendix 1**

'Influenza Vaccination Assessment Form – Domestic & Residential Setting' and general information

### **Appendix 2**

'Seasonal Influenza Vaccine information and inclusion criteria',

### **Appendix 3**

'Visit Feedback Form'

### **Appendix 4**

Record of Stock Usage

### **Appendix 5**

List of Authorised Signatures

### **Appendix 6**

Patient Specific Direction (PSD) – Patients in Domestic or Residential Setting

**Appendix 1**

**Influenza Vaccination Assessment Form – Domestic & Residential Setting and general information**

**Checklist – Ask all questions and document the answer prior to giving the vaccine**

Name: .....

DOB: .....

Address: .....

	<b>Influenza</b>	<b>Comments</b>
Does the patient fall into any of the stated risk groups (see below Appendix 2)?	State risk group  If the patient does not fall into any risk group consult GP	YES/NO
Does the patient have a coagulation disorder? (not including anticoagulant treatment)	Refer to GP	YES/NO
Is patient on warfarin, phenytoin or theophylline?	Advise patient to have levels checked within 10 days e.g. INR	YES/NO
Is the patient taking a new anticoagulant, i.e. Dabigatran (Pradaxa®), Apixaban (Eliquis®) or Rivaroxaban (Xarelto®)?	If patient is known to have renal insufficiency, stage 3, 4 or 5, refer to GP	YES/NO
Is patient known to have renal insufficiency?	If patient is known to have renal insufficiency, stage 3, 4 or 5.	YES/NO
Is the patient allergic to any component of the vaccine? (see package insert for more info)	Do not administer if answer is yes.	YES/NO
Is the patient allergic to neomycin, eggs (ovalbumin, chicken proteins), formaldehyde or octoxinol-9? (Sanofi Pasteur Influenza vaccine may contain traces of these) - cell based vaccine available	Do not administer influenza vaccine if answer is yes.	YES/NO
Has the patient ever had a reaction to a drug/injection or insect bite or sting?	If yes, refer to true allergy symptoms below and advise on symptoms of anaphylaxis and action to be taken by patient if anaphylactic symptoms commence.	YES/NO
Has the patient had any asthma / hay fever?	If yes, refer to true allergy symptoms below and	YES/NO

	advise on symptoms of anaphylaxis and action to be taken by patient if anaphylactic symptoms commence	
	<b>Influenza</b>	<b>Comments</b>
Is the patient suffering from any other febrile illness or acute infection/ feeling generally unwell?	If yes please specify and postpone vaccination.	YES/NO
In the case of a woman of child bearing age, is she pregnant or breast feeding?	Continue with vaccination.	YES/NO
Is the patient currently taking a short course of antibiotics?	If yes, advise patient that after receiving the vaccination, they may feel slightly unwell but there is no contra-indication to them receiving it.	YES/NO
Has verbal consent been obtained?	Do not administer if answer is no.	YES/NO

NB – The registered healthcare professional must not proceed if there are any doubts regarding the procedure or their competence, and must contact the GP if so.

## General Information

### Symptoms of a true allergy

Any or all of the following symptoms may be present:

Mild-moderate symptoms	Severe symptoms (Anaphylaxis)
Swelling of face, lips and eyes	Swelling of tongue and/or throat
Skin rash (hives, urticaria)	Difficulty in swallowing or speaking
Tingling mouth	Vocal changes (hoarse voice)
Runny / itchy nose, sneezing	Wheeze or persistent cough
Stomach cramps, vomiting	Difficult or noisy breathing
	Stomach cramps or vomiting after an insect sting
	Dizziness / collapse / loss of consciousness (due to a drop in blood pressure)

(A history of a mild stomach upset or headache does not usually constitute ‘allergy’)

**Asthma/Respiratory disease**

Patients suffering from asthma and respiratory disease have an increased likelihood to experience an allergic reaction.

**Immunocompromised patients**

The seasonal influenza vaccine is an inactivated vaccine, and hence does not represent a danger to immunocompromised persons. It should be administered as recommended for healthy persons. Protection may be less in the elderly, but immunisation has been shown to reduce the incidence of bronchopneumonia, mortality and hospital admission.

**Only continue to give the vaccine if you are happy to do so – consult the GP if in any doubt.**

**DETAILS OF VACCINATION(S) ADMINISTERED**

DATE	Name of registered healthcare practitioner	Signature of registered healthcare practitioner
SITE ADMINISTERED	Apply sticker from syringe to record: VACCINE NAME MANUFACTURER EXPIRY DATE BATCH NUMBER	
SURGERY VACCINE OBTAINED FROM:		

**Post Vaccination advice**

Post vaccination advice given	YES/ NO
Localised swelling and redness	YES/ NO
Possible side effects	YES/NO
Fever/high temperature management	YES/ NO
Written information given	YES/ NO

## Appendix 2

### Seasonal Influenza Vaccine inclusion criteria and information

The Joint Committee on Vaccinations and Immunisation recommend that those most at risk of serious illness from influenza are offered seasonal influenza immunisation every year. This year, the JCVI have recommended that the following groups are vaccinated:

The decision about who should be offered immunisation within these groups is for the patient's GP. Please see the Green Book, Chapter 19, Influenza, for more detailed information about inclusion criteria.

Eligible groups	Further detail
<b>All patients aged 65 years and over</b>	Defined as those aged 65 years (including those becoming age 65 years by 31 March 2020).
<b>Chronic respiratory Disease</b>	<p>Asthma that requires continuous or repeated use of inhaled or systemic steroids or with previous exacerbations requiring hospital admission.</p> <p>Chronic obstructive pulmonary disease (COPD) including chronic bronchitis and emphysema; bronchiectasis, cystic fibrosis, interstitial lung fibrosis, pneumoconiosis and bronchopulmonary dysplasia (BPD).</p>
<b>Chronic heart disease</b>	Congenital heart disease, hypertension with cardiac complications, chronic heart failure, individuals requiring regular medication and / or follow up for ischaemic heart disease.
<b>Chronic kidney disease</b>	Chronic kidney disease at stage 3,4, or 5, chronic kidney failure, nephrotic syndrome, kidney transplantation
<b>Chronic liver disease</b>	Cirrhosis, biliary atresia, chronic hepatitis
<b>Chronic neurological disease</b>	<p>Stroke, transient ischaemic attack (TIA), conditions in which respiratory function may be compromised due to neurological disease (e.g. polio syndrome sufferers).</p> <p>To be considered on an individual basis: cerebral palsy, multiple sclerosis and related conditions; hereditary and degenerative disease of the nervous systems or muscles; severe neurological disability.</p>
<b>Diabetes</b>	Type 1 diabetes, type 2 diabetes requiring insulin or oral hypoglycaemic medicines, diet controlled diabetes.

<b>Immunosuppression</b>	Immunosuppression due to disease or treatment, e.g. chemotherapy; asplenia or splenic dysfunction, HIV infections at all stages. Individuals treated with or likely to be treated with systemic steroids for more than a month at a dose equivalent to or exceeding 20mg prednisolone /day.  Household contacts, i.e. those who expect to share living accommodation over winter with immunocompromised patients should also be considered.
<b>Pregnant women</b>	Pregnant women at any stage of pregnancy
<b>People in long stay residential homes</b>	This does not include prisons, young offender institutions or university halls of residence
<b>Carers</b>	Those in receipt of a carer's allowance and those who are the main carer or the carer of an elderly or disabled person whose welfare may be at risk if the carer falls ill.
<b>Health and Social Care staff</b>	Those who are in direct contact with patients/ clients should be vaccinated by their employer as part of an occupational health programme.

### Drug Interactions

The concurrent use of drugs and influenza vaccine is usually uneventful.

However, Influenza vaccine has been reported to potentially affect blood levels of warfarin, phenytoin and theophylline. Patients on these drugs must be advised to monitor their relevant blood levels, e.g. INR for warfarin.

Seasonal Influenza Vaccine can be administered simultaneously with Pneumococcal Polysaccharide Vaccine as long as different needles and injection sites are used. It is preferable to give vaccinations in a different limb. If given in the same limb, they must be given at least 2.5cm apart (American Academy of Pediatrics, 2003).

Following influenza vaccination, false positive serology results have been observed when using the ELISA method to detect antibodies against HIV1, Hepatitis C and especially HTLV1.

Immunological responses may be diminished in patients undergoing immunosuppressant treatment.

**Appendix 3**

**INFLUENZA 2020/20 Visit Feedback Form**

Residential Home Name:

Address:

Contact Phone Number:

Name & Signature of the Person(s) confirming the identity of the patients:

Print Name \_\_\_\_\_ Signature:  
\_\_\_\_\_

Name(s) of patients who were not vaccinated, and the reason?

Is a repeat visit required? Yes/No

Total number of Vaccinations given at this address:

Registered healthcare professional(s):

Name(s)

Signature(s)

Date of visit

**Appendix 4**

**Record of Stock Usage for Torbay Area**

**Inactivated Seasonal Influenza Vaccine stock taken in**



	SPOILT	REFUSED	GIVEN
<b>Paignton Surgeries</b>			
Corner Place Surgery			
Grosvenor Road Surgery			
Mayfield Medical			
Old Farm Surgery			
Pembroke House Surgery			
Withycombe Lodge Surgery			
<b>Torquay Surgeries</b>			
Brunel (Babbacombe)			
Brunel (Shiphay)			
Brunel (St Marychurch)			
Chelston Hall (Abbey Road)			
Chelston Hall (Barton)			
Chelston Hall (Old Mill & Shiphay Manor)			
Chilcote Surgery			
Croft Hall Surgery			
Park Hill Medical Practice			
Sherwell Valley Medical Practice			
Southover Medical Practice			
<b>Brixham Surgeries</b>			
Compass House Medical Centre			
St Lukes & Greenwood			

<b>Newton Abbot &amp; Kingsteignton Surgeries</b>			
Albany Surgery			
Buckland Surgery			
Cricketfield Surgery			
Devon Square Surgery			
Kingsteignton Medical Practice			
<b>Teignmouth &amp; Dawlish Surgeries</b>			
Channel View Medical Group (Channel View Surgery)			
Channel View Medical Group (Bishopsteignton Surgery)			
Channel View Medical Group (Chudleigh Health Centre)			
Channel View Medical Group (The Den Site)			
Channel View Medical Group (Kingsdown Clinic)			
Dawlish Medical Group (Barton Surgery)			
Teign Estuary Medical Group (Glendevon Medical Centre)			
Teign Estuary Medical Group (Riverside Surgery)			
<b>Totnes, Kingskerswell &amp; Ipplepen Surgeries</b>			
Catherine House Surgery			
Leatside Surgery			
Kingskerswell & Ipplepen Health Centres (Kingskerswell)			
Kingskerswell & Ipplepen Health Centres (Ipplepen)			

<b>Dartmouth Surgeries</b>			
Dartmouth Medical Practice			
<b>Bovey Tracey, Ashburton &amp; Buckfastleigh Surgeries</b>			
Ashburton Surgery			
Bovey Tracey & Chudleigh Medical Practice (Riverside)			
Bovey Tracey & Chudleigh Medical Practice (Tower House)			
Buckfastleigh Medical Centre			
<b>TOTALS</b>			

STOCK TAKEN OUT



PSD for the administration of Seasonal Flu Vaccine  
To housebound patients 2020/21 Flu season only

**A Patient Specific Direction (PSD) for the administration of INACTIVATED INFLUENZA VACCINE by registered healthcare professionals (RHCP) employed by the Torbay and South Devon NHS Foundation Trust community teams to patients in a domestic setting.**

**Aim of this Patient Specific Direction (PSD):**

For GPs to authorise registered healthcare professionals employed by the Torbay and South Devon NHS Foundation Trust (TSDFT) community teams to administer INACTIVATED INFLUENZA VACCINE (**split virion**) BP, (**Manufacturer Sanofi Pasteur**) **Quadrivalent vaccine (under 65's)**, **Trivalent vaccine (over 65's)** to the patient named on this authorised administration form.

**Clinical Setting in which this PSD Applies:**

This Patient Specific Direction should be used by registered healthcare professionals employed by Torbay and South Devon NHS Foundation Trust when administering INACTIVATED INFLUENZA VACCINE to the patient named on this authorised administration form. Patients will be housebound and living in domestic setting deemed to be at high risk of seasonal influenza by the GP signing the authorisation.

The reason for vaccination should be discussed with the patient, and informed consent should be obtained before commencing the procedure. A patient information leaflet will be supplied to each patient, available at:

<https://www.medicines.org.uk/emc/product/666/pil> or  
<https://www.medicines.org.uk/emc/product/10012/pil>

INACTIVATED INFLUENZA VACCINE will only be administered in accordance with the standard operating procedure provided alongside this PSD by authorised registered healthcare professionals, whose names and signatures appear on the list provided to the practices as a separate document. The original list will be held by the authorising manager.

**Authorisation Process:**

When it is anticipated that a patient will require INACTIVATED INFLUENZA VACCINE, the attached authorisation form should be completed to include the following details: patient name, NHS Number, address, telephone number and date of birth. The form must be signed by a GP at the relevant practice and returned to the relevant Community Nursing Team. If additional patients present for influenza vaccination, a form must be completed and signed by the patient's GP before any vaccine may be administered.

<b>This patient specific PSD is for use by registered healthcare professionals employed within community teams for patients registered with</b>									
<b>Enter Practice Name here</b>									
<b>After clinical evaluation which includes assessment of inclusion criteria laid down by the PHE and taking into account the vaccine's cautions and contraindications, I instruct members (on the list provided to practices from the TSDFT Team and other community teams to vaccinate the following patients who are on my list. Within the administration process, I understand that there is an assessment procedure. I recognise that this in no way removes my clinical and legal responsibility for this instruction.</b>									
Print GP name			GP signature			Date		Practice	
The patient named below is eligible to receive INACTIVATED INFLUENZA VACCINE for <b>seasonal influenza prophylaxis</b> according to the following dosing schedule: Quadrivalent Inactivated Influenza Vaccine - Adults (18yrs to 64yrs) - give 0.5ml by intramuscular or deep subcutaneous injection. Trivalent Inactivated Influenza Vaccine - Adults (65yrs and over) - give 0.5ml by intramuscular injection.									
Patient Name/NHS number	Address/Postcode	DOB	Flu vaccination assessment form completed?	Consent obtained? Who from?	Vaccine dose, brand name, Batch Number and Expiry	Patient Vaccinated? Yes / No (and reason if not)	Date	Registered Healthcare Professional Signature	Source of Vaccine / Comments / Patient Category etc.
			RHCP to complete	RHCP to complete	RHCP to complete	RHCP to complete	RHCP to complete	RHCP to complete	RHCP to complete
Patient telephone number:									
Extra information re Property Access:									

This PSD is applicable for flu season 2020/21 only

## Document Control Information

*This is a controlled document and should not be altered in any way without the express permission of the author or their representative.*

*Please note this document is only valid from the date approved below, and checks should be made that it is the most up to date version available.*

*If printed, this document is only valid for the day of printing.*

*This guidance has been registered with the Trust. The interpretation and application of guidance will remain the responsibility of the individual clinician. If in doubt contact a senior colleague or expert. Caution is advised when using clinical guidance after the review date, or outside of the Trust.*

<b>Ref No:</b>	2012		
<b>Document title:</b>	SOP administration of Inactivated Influenza Vaccine		
<b>Purpose of document:</b>			
<b>Date of issue:</b>	2 October 2020	<b>Next review date:</b>	2 October 2021
<b>Version:</b>	5	<b>Last review date:</b>	September 2020
<b>Author:</b>	Associate Director Nursing & Antimicrobial Pharmacist.		
<b>Directorate:</b>	Community		
<b>Equality Impact:</b>	The guidance contained in this document is intended to be inclusive for all patients within the clinical group specified, regardless of age, disability, gender, gender identity, sexual orientation, race and ethnicity & religion or belief		
<b>Committee(s) approving the document:</b>	Care and Clinical Policies Group Clinical Director – Pharmacy and Prescribing		
<b>Date approved:</b>	30 September 2020		
<b>Links or overlaps with other policies:</b>	<p>Medicines Policy for Registered Professionals in Community Services Delivery Unit. Ref: 1927, Version 3.</p> <p>Influenza: The Green Book. Chapter 19. Version 10; 28.08.2015. Public Health England (PHE). Accessed via <a href="https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19">https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19</a></p> <p>Mental Capacity Act 2005 and amendments 2009</p> <p>Policy for Maintenance of Cold Chain in Handling of Medicinal Products requiring Cold Storage. <a href="#">Ref: 1913</a>, Version 1.</p> <p>Consent Policy: Consent to examination, assessment, intervention, treatment and care. Ref: 1915, Version 1.</p> <p>Anaphylaxis/ Anaphylactic Shock. <a href="#">Ref: 0337</a>, Version 8</p>		

<b>Have you identified any issues on the Rapid (E)quality Impact Assessment. If so please detail on Rapid (E)QIA form.</b>	Yes <input type="checkbox"/>	
	Please select Yes      No	
<b>Does this document have implications regarding the Care Act?</b> <i>If yes please state:</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Does this document have training implications?</b> <i>If yes please state:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does this document have financial implications?</b> <i>If yes please state:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is this document a direct replacement for another?</b> <i>If yes please state which documents are being replaced:</i>	<input type="checkbox"/>	<input type="checkbox"/>

### Document Amendment History

Date	Version no.	Amendment summary	Ratified by:
23 September 2016	1	New	Care and Clinical Policies Group
21 September 2017	2	Revised	Care and Clinical Policies Group Clinical Director of Pharmacy
1 October 2018	3	Revised	Care and Clinical Policies Group
12 July 2020	3	Date change  Amended vaccine information and updated dates and references	Antimicrobial Pharmacist Clinical Director of Pharmacy
4 October 2019	4	Revised	Governance Pharmacist and Medication Safety Officer System Director of Nursing and Professional Practice (Torbay)
2 October 2020	5	Revised	Clinical Director – Pharmacy and Prescribing Care and Clinical Policies Group

## The Mental Capacity Act 2005

The Mental Capacity Act provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this. It covers a wide range of decision making from health and welfare decisions to finance and property decisions

Enshrined in the Mental Capacity Act is the principle that people must be assumed to have capacity unless it is established that they do not. This is an important aspect of law that all health and social care practitioners must implement when proposing to undertake any act in connection with care and treatment that requires consent. In circumstances where there is an element of doubt about a person's ability to make a decision due to 'an impairment of or disturbance in the functioning of the mind or brain' the practitioner must implement the Mental Capacity Act.

The legal framework provided by the Mental Capacity Act 2005 is supported by a Code of Practice, which provides guidance and information about how the Act works in practice. The Code of Practice has statutory force which means that health and social care practitioners have a legal duty to have regard to it when working with or caring for adults who may lack capacity to make decisions for themselves.

**“The Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. It aims to balance an individual's right to make decisions for themselves with their right to be protected from harm if they lack the capacity to make decisions to protect themselves”. (3)**

All Trust workers can access the Code of Practice, Mental Capacity Act 2005 Policy, Mental Capacity Act 2005 Practice Guidance, information booklets and all assessment, checklists and Independent Mental Capacity Advocate referral forms on ICON.

<https://icon.torbayandsouthdevon.nhs.uk/areas/mental-capacity-act/Pages/default.aspx>

## Infection Control

All staff will have access to Infection Control Policies and comply with the standards within them in the work place. All staff will attend Infection Control Training annually as part of their mandatory training programme.

**Quality Impact Assessment (QIA)**

Who may be affected by this document?	Please select			
	Patient / Service Users	<input checked="" type="checkbox"/>	Visitors / Relatives	<input type="checkbox"/>
	General Public	<input type="checkbox"/>	Voluntary / Community Groups	<input type="checkbox"/>
	Trade Unions	<input type="checkbox"/>	GPs	<input checked="" type="checkbox"/>
	NHS Organisations	<input type="checkbox"/>	Police	<input type="checkbox"/>
	Councils	<input type="checkbox"/>	Carers	<input type="checkbox"/>
	Staff	<input checked="" type="checkbox"/>	Other Statutory Agencies	<input type="checkbox"/>
	Others (please state):			

Does this document require a service redesign, or substantial amendments to an existing process? No	<input type="checkbox"/>
<i>If you answer yes to this question, please complete a full Quality Impact Assessment.</i>	

Are there concerns that the document could adversely impact on people and aspects of the Trust under one of the nine strands of diversity?	Age	<input type="checkbox"/>	Disability	<input type="checkbox"/>
	Gender re-assignment	<input type="checkbox"/>	Marriage and Civil Partnership	<input type="checkbox"/>
	Pregnancy and maternity	<input type="checkbox"/>	Race, including nationality and ethnicity	<input type="checkbox"/>
	Religion or Belief	<input type="checkbox"/>	Sex	<input type="checkbox"/>
	Sexual orientation	<input type="checkbox"/>		
<i>If you answer yes to any of these strands, please complete a full Quality Impact Assessment.</i>				
<b>If applicable, what action has been taken to mitigate any concerns?</b>				

Who have you consulted with in the creation of this document?  <i>Note - It may not be sufficient to just speak to other health &amp; social care professionals.</i>	Patients / Service Users	<input type="checkbox"/>	Visitors / Relatives	<input type="checkbox"/>
	General Public	<input type="checkbox"/>	Voluntary / Community Groups	<input type="checkbox"/>
	Trade Unions	<input type="checkbox"/>	GPs	<input checked="" type="checkbox"/>
	NHS Organisations	<input checked="" type="checkbox"/>	Police	<input type="checkbox"/>
	Councils	<input type="checkbox"/>	Carers	<input type="checkbox"/>
	Staff	<input checked="" type="checkbox"/>	Other Statutory Agencies	<input type="checkbox"/>
	Details (please state):	CCG		

<b>Policy Title (and number)</b>	SOP Influenza Vaccine 2016-2017 Season (draft V1 0) (1)	<b>Version and Date</b>	2016-2017 Season draft V1 0 (1)
<b>Policy Author</b>	Antimicrobial Pharmacist Deputy Director of Nursing		
An equality impact assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate or disadvantage people. EIAs also improve and promote equality. Consider the nature and extent of the impact, not the number of people affected.			
<b>EQUALITY ANALYSIS:</b> How well do people from protected groups fare in relation to the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>			
<b>Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)</b>			
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/ Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population?</b> (substance misuse; teenage mums; carers <sup>1</sup> ; travellers <sup>2</sup> ; homeless <sup>3</sup> ; convictions; social isolation <sup>4</sup> ; refugees)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Please provide details for each protected group where you have indicated 'Yes'.</b>			
<b>VISION AND VALUES:</b> Policies must aim to remove unintentional barriers and promote inclusion			
Is inclusive language <sup>5</sup> used throughout?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are the services outlined in the policy/procedure fully accessible <sup>6</sup> ?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the policy/procedure encourage individualised and person-centered care?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Could there be an adverse impact on an individual's independence or autonomy <sup>7</sup> ?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If 'Yes', how will you mitigate this risk to ensure fair and equal access? Access to the influenza vaccine will be administered by community nursing teams using criteria: That the patient is housebound and either active on a community nursing caseload or residing in a residential home-service spec has been agreed with NHS England. This is a national campaign which is delivered every year			
<b>EXTERNAL FACTORS</b>			
<b>Is the policy/procedure a result of national legislation which cannot be modified in any way?</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>What is the reason for writing this policy?</b> (Is it a result in a change of legislation/ national research?)			
To standardize the process in delivering an Influenza Vaccine program across the Community incorporating the community nursing caseloads in collaboration with the GP surgeries who have asked that the Community Nursing Teams also vaccinate residents in care homes.			
<b>Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?</b>			
Community Nursing Teams CCG Professional Practice NHS England Recommended to: To administer a vaccine program to an at risk/vulnerable client base Suggestions: Suggestions on how the delivery can be applied across the community safely and timely have been written in to the service spec for this year's vaccine progress			

<b>ACTION PLAN:</b> Please list all actions identified to address any impacts		
<b>Action</b>	<b>Person responsible</b>	<b>Completion date</b>
Resource intensive to community nursing teams- additional nurses have been recruited to help deliver the vaccines	Community Nurse Lead	End of Jan 2017
Reporting Activity – all community teams record activity on a designated icare page, this then forms part of the invoice for payment from the CCG	Community Nurse Leads	End of Jan 2017
Community Team training- training delivered by video, and face to face power point presentations. Yearly anaphylaxis is mandatory and part of clinical yearly update.	/Community Nurse Leads	End of Jan 2017
<b>AUTHORISATION:</b>		
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them		
<b>Name of person completing the form</b>	Nurse Lead	<b>Signature</b>
<b>Validated by (line manager)</b>	Deputy Director of Nursing	<b>Signature</b>

**Please contact the Equalities team for guidance:**

For Devon CCG, please email [d-ccg.equalityanddiversity@nhs.net](mailto:d-ccg.equalityanddiversity@nhs.net) & [d-ccg.QEIA@nhs.net](mailto:d-ccg.QEIA@nhs.net)

For Torbay and South Devon NHS Trusts, please call 01803 656676 or email [pdf.sdhct@nhs.net](mailto:pdf.sdhct@nhs.net)

**This form should be published with the policy and a signed copy sent to your relevant organisation**

<sup>1</sup> Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user

<sup>2</sup> Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them

<sup>3</sup> Consider any provisions for those with no fixed abode, particularly relating to impact on discharge

<sup>4</sup> Consider how someone will be aware of (or access) a service if socially or geographically isolated

<sup>5</sup> Language must be relevant and appropriate, for example referring to partners, not husbands or wives

<sup>6</sup> Consider both physical access to services and how information/ communication is available in an accessible format

<sup>7</sup> Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy

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## Clinical and Non-Clinical Policies – Data Protection

Torbay and South Devon NHS Foundation Trust (TSDFT) has a commitment to ensure that all policies and procedures developed act in accordance with all relevant data protection regulations and guidance. This policy has been designed with the EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 18) in mind, and therefore provides the reader with assurance of effective information governance practice.

The UK data protection regime intends to strengthen and unify data protection for all persons; consequently, the rights of individuals have changed. It is assured that these rights have been considered throughout the development of this policy. Furthermore, data protection legislation requires that the Trust is open and transparent with its personal identifiable processing activities and this has a considerable effect on the way TSDFT holds, uses, and shares personal identifiable data.

Does this policy impact on how personal data is used, stored, shared or processed in your department? Yes  No

If yes has been ticked above it is assured that you must complete a data mapping exercise and possibly a Data Protection Impact Assessment (DPIA). You can find more information on our [GDPR](#) page on ICON (intranet)

For more information:

- Contact the Data Access and Disclosure Office on [dataprotection.tsdf@nhs.net](mailto:dataprotection.tsdf@nhs.net),
- See TSDFT's [Data Protection & Access Policy](#),
- Visit our [Data Protection](#) site on the public internet.