



Dear School Nurses,

Thank you for participating in the *Genesis Flu-Free Quad Cities* vaccine program for your elementary students.

Genesis staff will provide the following:

- ❖ **Free** flu shot to any student that has parental consent.
- ❖ Provide consent forms for each student.
- ❖ Provide stickers for the kids after they receive their shot.
- ❖ Provide parent letter explaining the program that will be printed on the back of the consents. Please feel free to send out your own informational letter also if you feel anything needs to be added.
- ❖ Provide staff and/or volunteers at your clinic to assist our nursing personnel.
- ❖ After the clinic is completed we'll retain the consents for our records. We will record all students in IRIS (Iowa Registry Immunization System) or we will send a copy of the consent to the Illinois student's physician.

Your district schools will be responsible for the following:

- ❖ Provide contact person from each school for communication. This is usually the school nurse. We'll need phone and email information to assure good communication to help the program go smoothly for all parties.
- ❖ Distribute consents to each student.
- ❖ We are asking that each district provide the following websites as a resource for parents to view the Vaccine Information Sheet (VIS) prior to their child's vaccine: **www.cdc.gov/vaccines or www.immunize.org**. I have attached a copy to post on school website as well.
- ❖ Collect signed consents.
- ❖ Arrange a designated room for the clinic. Two tables and 4 chairs will be needed for 2 vaccine stations. (If your school has more than 175 students participating please use 3 tables and 6 chairs for 3 stations.) The vaccine stations work best when not located in lunch areas.
- ❖ Provide **name tags with birth dates on all** students receiving a shot the day of the clinic. **MANDATORY TO ENSURE PROPER STUDENT IDENTIFICATION. Please fill these out ahead of time so teachers can place them on the students prior to the clinic. This is also a good identification check to ensure the correct student is being sent to the clinic.**
- ❖ Provide 4-5 staff/volunteers for the clinic. We recommend one person for each station (2-3), one person to supervise students in the hall during the shots and one person to take the students back and forth to their classroom. Most Clinics last between 60-90 minutes.
- ❖ We've found providing a light snack (small glass of juice and/or crackers) following the shot is welcome, though not necessary. If snacks are served, please provide volunteers to serve them. We prefer when serving snacks that they are in a separate area if possible, this prevents congestion of the immunization stations.

We will be delivering the consents to the schools to distribute to the students. The bags will be delivered to the routing building for distribution to each school. Clinics will start September 25th and we will be wrapped up by November 30th.

Last year, we were able to serve Iowa and Illinois districts for a larger impact of protection. We will be serving approximately 88 schools and anticipate vaccinating 10,000 students. School absenteeism from the flu has proven to be lower since this program started 10 years ago. Less absenteeism means less missed work for parents! We are convinced that this program helps keep our students and communities more *flu-free!* We thank you in advance for your support and cooperation. We look forward to working with you on this most worthwhile program.

If you have any questions, please don't hesitate to call.

Sincerely,

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