

Memorandum

To: SKIIP School Nurses
Public Health Office Nurse Managers

From: Chris Novak, MD, MPH, Public Health Division Medical Director
Heather Black, BSW, BSN, RN, Public Health Division Chief Nurse
Erica Martinez-Lovato, Immunization Program Manager

Date: May 1, 2018

Re: Requirements for participation in School Kids Influenza Immunization Project (SKIIP)

SKIIP is a successful and established program that helps protect NM's children and communities from influenza. To ensure that SKIIP clinics are as safe and error-free as possible, we continuously evaluate how we are doing and look at ways to improve our systems.

Parents entrust their children to schools to keep them safe, and schools and school nurses are responsible for the physical well-being of children in their care. In the interest of continuing to make SKIIP the safest possible program, the planning team has generated a list of requirements for schools to participate in SKIIP:

1. Any school participating in SKIIP must have either a School Nurse, a Public Health Nurse or Indian Health Service Nurse who can work with the school administration to coordinate a SKIIP clinic.
2. All participants in SKIIP must complete annual SKIIP training and review all relevant policies, procedures and standing orders.
3. All volunteer healthcare practitioners must register through NM Medical Reserve Corps and meet all requirements set forth by their respective licensing board.
4. All children receiving an influenza vaccine must have a current year DOH SKIIP consent form, signed, dated and completed by the parent or legal guardian.
5. The current DOH SKIIP consent form must be pre-screened by either the School Nurse, Public Health Nurse, or Indian Health Service Nurse prior to review by the SKIIP clinic to assure the child meets the criteria for receiving influenza vaccination.
6. The school must ensure that the correct child is presenting with his/her consent form. Because elementary-aged children may not be reliable, it is not sufficient to ask the child for his/her name and date of birth. A designated staff person from the school, capable of identifying the child and verifying their name and date of birth (for example, a teacher, school nurse or school administrator) must confirm that the correct child has his/her signed consent form.
7. If volunteers are helping with the clinic, a school official (as described in #6, above) must first determine that the correct child is being vaccinated.

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8. **To ensure safe, high quality immunization services for SKIIP clients and families, the vaccine administrator must ensure the following:**

- a) **Protocols and Standing Orders:** All participants must have reviewed the current Department of Health, Public Health Division, Immunization Protocol and Standing Orders, and Influenza Protocol and Standing Order. **For safety, we have updated the procedures to verify the identity of the client using two identifiers.**
- b) **Standards of Practice:** The vaccine administrator must independently verify the following:
 - 1) right patient
 - 2) right vaccine and diluent (when applicable)
 - 3) right time (including the correct age and interval, as well as before the product expiration time/date)
 - 4) right dosage
 - 5) right route (including the correct needle gauge, length and technique)
 - 6) right anatomical site
 - 7) right documentation
- c) **Training:** Current SKIIP training is mandatory for those working to provide influenza immunization in schools. For more information regarding online or available in-person trainings, visit the SKIIP page via this link where you can find the mandatory training and all related forms: (link to be added when training available)
- d) **Education and Competency:**
 - 1) All personnel working with immunizations should have appropriate education regarding the immunizations they are working with.
 - 2) Some helpful immunization practice resources (some with CEU) can be found at:

The Pink Book: <http://www.cdc.gov/vaccines/pubs/pinkbook/vac-admin.html>

Centers for Disease Control and Prevention:

<https://www.cdc.gov/flu/protect/children.htm>

You Call the Shots web-based immunization training with CEUs:

<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

Pediatric Immunization Skills Checklist: <http://www.eziz.org/assets/docs/IMM-694.pdf>

New Mexico Immunization Coalition:

<http://hsc.unm.edu/programs/nmimmunization/index.html>