



MASS VACCINATION PLAN

for the Campaspe
Municipal District



MASS VACCINATION PLAN FOR THE CAMPASPE MUNICIPAL DISTRICT

PURPOSE	The Municipal Emergency Management Plan for the Campaspe Municipal District (MEMPlan) has been produced pursuant to Part 4 of the Emergency Management Act 1986 and the Emergency Management Act 2013. The Mass Vaccination Plan is a sub plan of the MEMPlan.
SCOPE	<p>The purpose of this plan is to outline the process for the implementation of mass vaccinations in the event of a pandemic within the Campaspe municipal district.</p> <p>The plan also details roles and responsibilities of agencies and staff and details the resources required to successfully fulfil this role.</p>
AUDIT	The plan will be reviewed on an annual basis in line with the Municipal Emergency Management Plan.
REFERENCES	Victorian Action Plan for Human Influenza Pandemic August 2015.
DOCUMENT TRANSMITTAL	<p>Document Transmittal Forms will be forwarded to copy holders with any changes mailed out.</p> <p>Hard copy holders: are to replace pages according to instructions, and return the signed Document Transmittal Form to the Executive Officer.</p> <p>CD holders: are to replace the new issue and destroy the old issue, and return the signed Document Transmittal Form to the Executive Officer.</p> <p>Electronic copy holders: Copy holders are to replace the new issue and delete the old issue, and respond by return email that they have done so.</p>
PUBLIC VERSIONS	In the publicly available document (eg State Library, Council web site) any personal or confidential details will be removed.

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PART 1: INTRODUCTION

1. PURPOSE

The Campaspe Shire Council and health providers, as part of emergency management planning, developed this Mass Vaccination Plan. Pandemics have been experienced in the past and are expected to occur again in the future and the impact on the organisations and community in such an event could be devastating.

The purpose of this plan is to outline the process for the implementation of mass vaccinations in the event of a pandemic within the Campaspe Municipal District.

The plan also details roles and responsibilities of agencies and staff and details the resources required to successfully fulfil this role.

The Mass Vaccination Plan is a sub plan of the Municipal Emergency Management Plan for the Campaspe Municipal District and will be approved by the Municipal Emergency Management Committee and considered by Council.

It is emphasised that the Mass Vaccination Plan should be read in conjunction with the Influenza Pandemic Plan and is consistent with other Emergency Management Plans for the Campaspe Municipal District.

2. MAINTENANCE OF THE PLAN

The plan will be reviewed on an annual basis in line with the Municipal Emergency Management Plan. This will be done by the Influenza Pandemic and Mass Vaccination Planning Committee.

Note: Reissue of the Plan, with minor changes such as updating contact details and procedural matters, can be undertaken by Council Officers at any time (this includes the period between the recommendation for adoption of the Plan by the MEMPC and a report being considered by the Campaspe Shire Council). However, once a year the MEMPlan should be considered by Council.

The Campaspe Shire Council holds the master copy of the document and it is expected that central receivers of the various agencies who hold copies of the Plan, will have internal processes in place to ensure distribution of the Plan within their organisation.

3. BACKGROUND

The Public Health & Wellbeing Act 2008 outlines the functions of Councils in relation to the provision of vaccinations to the community. This is as follows:

Part 3, Division 3 – Councils
S24 – Function of Councils

The function of a Council under this Act is to seek to protect, improve and promote public health and wellbeing within the municipal district by-

- a) creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health;
- b) initiating, supporting and managing public health planning processes at local government level;
- c) developing and implementing public health policies and programs within the municipal district;
- d) developing and enforcing up-to-date public health standards and intervening if the health of people within the municipal district is affected;
- e) facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community;
- f) co-ordinating and providing immunisation services to children living or being educated within the municipal district;
- g) ensuring the municipal district is maintained in a clean and sanitary condition.

PART 2: ROLES AND RESPONSIBILITIES

1. DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Department of Health and Human Services (DHHS) is the lead agency in the event of a pandemic. DHHS will be responsible for sourcing vaccines for Victoria and distribution to Local Government. DHHS will also advise Council on the priority groups to be vaccinated. It is understood that front line workers such as health care workers will be one of the first groups to be vaccinated. The decision as to which other high risk groups will be vaccinated will be made after assessing the epidemiology of the pandemic and determining the age groups most at risk. DHHS will advise councils of this once the decision is made.

DHHS will also provide public communication throughout Victoria that will assist in the Mass Vaccination process. They will also provide advice to Council on the continuance of ongoing vaccination programs. They will provide information resources to Council such as Immunisation consent forms, record of treatment forms, posters, information on common reactions and fact sheets on the risks, benefits etc.

2. CAMPASPE SHIRE COUNCIL

The Campaspe Shire Council's main role will be to arrange for the provision of the vaccinations to members of the community. This will involve the establishment of Mass Vaccination Centres throughout the Shire to enable vaccination of the priority groups. Officers within the Campaspe Shire Council will have the particular responsibilities during a pandemic event. These are outlined below:

Public Environments Manager :

- Oversee the implementation of the Mass Vaccination Plan.
- Approve locations for Mass Vaccination Sessions (see Appendix A).
- Grant final approval for media releases relating to the sessions.
- Assist the Environmental Health Coordinator to communicate information to DHHS.
- Assist in the location and arrangement of equipment and other services.
- Ensure all records are completed and all relevant information reported to DHHS by the Environmental Health Coordinator.
- Initiate the evaluation process.

Immunisation Support Officers:

- Assist the Environmental Health Coordinator in arranging nursing and administration staff to attend sessions
- Arrange access to venues (see Appendix A).
- Assist in the location of equipment and services needed for sessions.
- Where possible assist at sessions, record keeping and data entry.
- Assist in the preparation of media releases.
- Participate in the evaluation process.

Environmental Health Coordinator:

- Maintain contact with DHHS in regards to the provision of vaccinations and reporting requirements.
- Arrange for nursing and administration staff to attend sessions and arrange equipment and services for the sessions
- Responsible for record keeping completion in line with DHHS requirements.
- Responsible for data entry and staff completing data entry. Ensure DHHS is provided with the information requested.
- Participate in the evaluation process.
- Monitor equipment inventory
- Advise local GP's of locations and details of mass vaccination sessions.

Administration/Assisting staff:

- Assist at sessions with record keeping.
- Assist with record keeping and data entry.
- Assisting Environmental Health Coordinator as required.
- Participate in evaluation session.

Immunisation Nurses:

- Participate in the provision of vaccinations.
- Assist with data entry.
- Assist Immunisation Coordinator as required.
- Participate in evaluation process.

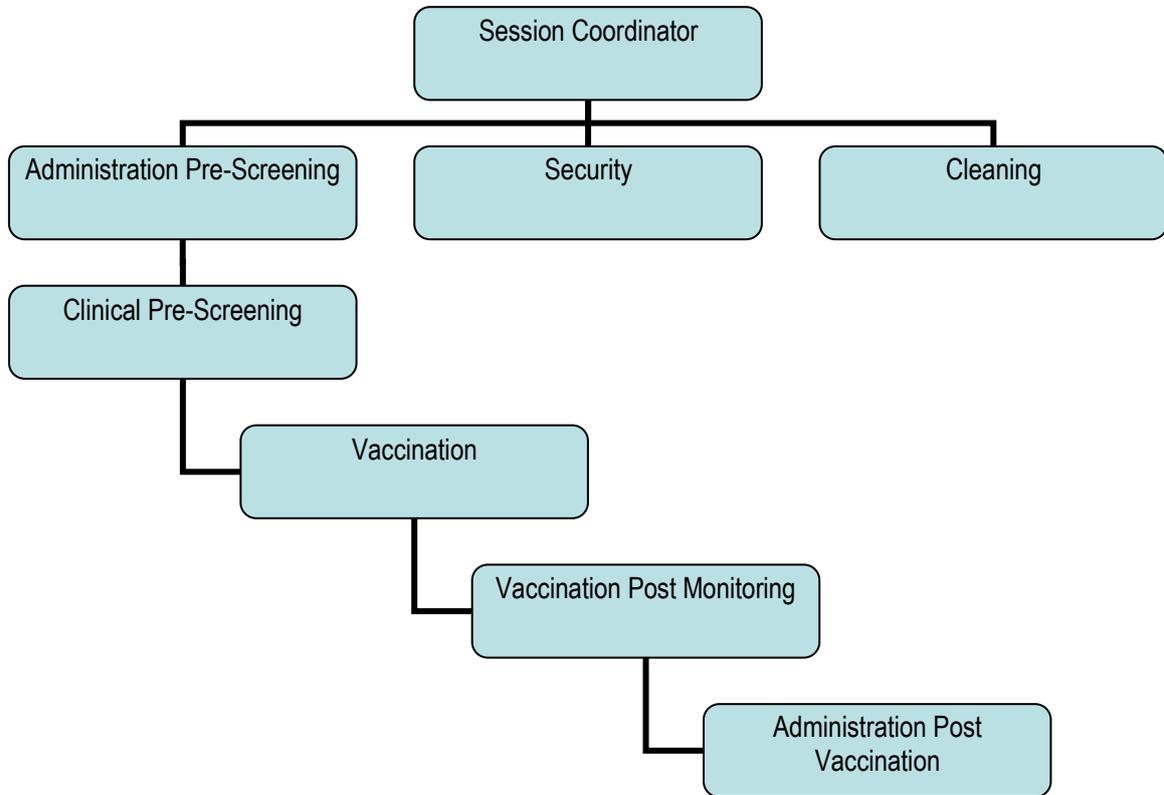
Council Administrative Assistants from non essential services will be sought for the role of administration/assisting staff. These staff may require training on the current Immunisation Provider System (ImPS) computer program in order for them to assist when required.

The Environmental Health Officers do not have a specific role for Mass Vaccination however, they will be available as required to complete any of the above roles as necessary.

For contact details of all facilities and nurse immunisers, refer to the Municipal Emergency Management Plan Contact Directory.

PART 3: SESSION STRUCTURE AND MANAGEMENT

1. STRUCTURE



2. MANAGEMENT

Number of staff required for each session:

- Six administration staff/assisting staff
- Six nurse immunisers/nurses
- Session coordinator

The Campaspe Shire Council has arrangements in place with neighbouring municipalities to offer assistance with the provision of staff if required. This includes both nurse immunisers and Environmental Health Officers. This will only be arranged if staff are available and if agreed to by Campaspe Shire Council Executive Management Group.

PART 3: SESSION STRUCTURE AND MANAGEMENT

Administration Pre-screening:

- Members of the public will need to register their details before entering the mass vaccination centre. This will be done at the Administration pre-screening stage by one of Councils administrative staff. They will require a Medicare card and proof of age to ensure they are within the target population. At this stage they will be given information about the vaccine including what is in the vaccine, risks and benefits, possible side effects and details of giving informed consent. They will complete the relevant paperwork and proceed to the next area.

Clinical Pre-screening:

- This pre-screening stage will be used to ensure that anyone showing symptoms of illness is examined by a nurse to ensure they are able to receive a vaccine. A nurse will observe members of the public from the administration desk to ensure they do not have any obvious symptoms of the illness. Those suspected of having the illness will be taken to another area and examined further. If they are suspected of being unwell they should be given a surgical mask and referred to a health care provider for further treatment. If a member of the public presents with a fever (over 38°C) they should not receive the vaccine.

Clinical Vaccination:

- This stage will involve nurses vaccinating people after they have been through the administration and screening stage. The vaccine will be administered into the arm or thigh for children less than 12 months of age.

Clinical Post Monitoring:

- Clients will be required to stay on premises for at least 15 minutes after they have received their vaccination. A nurse will be present to monitor clients for any adverse reactions.

Administration Post Vaccination:

- Clients will be advised in writing of the details for their second dose (if applicable) of the vaccine including place, date and time. It will be an opportunity to ask any other questions regarding the vaccine and ensure clients have all the information they need about reactions to the vaccine etc.

Support Staff Cleaning:

- Ensure a thorough clean of the facility is conducted after the session. This will be managed by the Environmental Health Coordinator and may involve the use of an external contractor. Council has a cleaning contractor that should be utilised in this event.

Support Staff Security:

- Includes the security of staff at the session, and the security of vaccines and personal information. This may involve the service of a security firm.

3. RESOURCES

All vaccine related equipment will be provided by DHHS. Deliveries will be arranged that are suitable for Councils to avoid additional storage being required. The Campaspe Shire Council currently has three large vaccine specific fridges used for the storage of prescribed vaccines.

The following list of equipment does not include items that the venue is required to have and need to be considered in the event of a pandemic:

- Additional tables and chairs if needed
- Additional portable screens if needed (available from the Senior Citizens building in Kyabram)
- Disposable masks (a supply of these will be required at sessions for sick people who attend)
- Thermometers
- Sharps containers
- Disposable gloves (store)
- Cotton wool balls
- Garbage bags (store)
- Hand washing facilities (container with tap, basin, soap, disposable paper towel)
- Hand sanitiser
- Prepared stamps for cards
- Signs (venue, sandwich boards etc)
- Refreshments (tea, coffee etc)
- Information resources (see record keeping)
- Laptop computers
- Supplies for venues, toilet paper, paper towel etc (store)
- Mobile telephones and chargers.

Vehicles will be requested from various staff across the Shire in order to transport staff and equipment. Environmental Health vehicles will be utilised first then others requested from various departments.

Staff at sessions will be provided with breaks throughout the sessions. Refreshments, lunch, morning tea etc will be provided by Council and will be sourced from a local business where the session is being held.

4. POST SESSION ARRANGEMENTS

Arrangements will need to be made for cleaning of the venue as well as collection of waste and sharps disposal. This may involve contacting the current garbage contractors and sharps disposal contractors to arrange for additional collections from the venues. This will be arranged by the Environmental Health Coordinator.

5. SPECIALISED SESSIONS

Specific arrangements may need to be made to conduct sessions at schools, child care and aged care centres across the municipality. A program with local secondary schools is already in place through the National Immunisation Program. If possible this program will be used to include this mass vaccination program to reduce the number of visits to district schools. If unable to link in with the current program a similar, one off program may be developed and implemented for school age children. This may not be possible depending the timing of the vaccine and possible closure of schools, in this case attendance at alternative sessions will be required.

Aged care and childcare centres may also require specialised sessions designed to target these specific groups. In this case contact will be made with each facility and arrangements made to visit centres to carry out vaccinations for both residents/clients and staff. Contacts for these centres can be found in the MEMPlan.

PART 4: IMMUNISATION PROCEDURES

1. VACCINE LOGISTICS

It is anticipated that increased monitoring of vaccine administration will be required during a pandemic to ensure that priority groups are targeted appropriately. It is therefore recommended that appointments are made for individuals who require a second dose.

The requirements for vaccine storage and cold chain will remain the same as currently required. Refer to Campaspe Shire Council Immunisation Procedures for further information regarding these requirements.

The vaccine will be provided free of charge by the Federal Government. DHHS has arrangements in place to store, deliver and order vaccines as required. These will be the same during a pandemic.

2. PRE-IMMUNISATION PROCEDURES

The client will need to be asked if they have been vaccinated before to ensure they have not already received a dose of this vaccine. As outlined in the Clinical Pre-screening stage of the structure flow chart, a brief assessment of each client should be conducted to ensure the person is well enough to receive the vaccine. See the pre-immunisation checklist on the immunisation consent form; a more specific form for the pandemic will be developed by DHHS.

Obtaining consent for the vaccination will be carried out through normal procedure being the provision of written and/or verbal information about the vaccine in particular the benefits and risks. Written consent should then be obtained from the client and noted accordingly (see consent form, see Appendix B).

The following information resources will be required for the immunisation sessions and provided by Councils Immunisation Department and DHHS:

- Pandemic Vaccine Consent form (see Appendix B).
- Record of Administration (see Appendix B).
- Immunisation Nurses' observation notes on adverse reactions (see Appendix B).
- Posters
- Details of common reactions
- Fact sheets on risks and benefit, vaccine content.

3. RECORD KEEPING

It is anticipated that recording of information will be done via ImPS, the current program used by immunisation providers.

A record of the vaccine brand name, batch number, and date will need to be entered along with the clients name, address, date of birth, and Medicare card number. This information will be sent to either DHHS or a national database. The client will also be given a record of vaccine along with other relevant information as previously outlined.

Laptop computers will be utilised at sessions to capture as much of the data as possible. If this is not a suitable way to collect the information required, details will be collected manually and entered into the ImPS program at a later date.

PART 4: IMMUNISATION PROCEDURES

Information Resource Pro Forms have been developed for use at the sessions, these can be found in Appendix B. These will be completed as required and information retained or transferred to the ImPS database. Adverse reactions will be reported to SAEFVIC (Surveillance of Adverse Events Following Vaccination in the community) following the session.

Any further, more specific details regarding record keeping and required paperwork will come from DHHS prior or during the event and the processes changed accordingly.

PART 5: PUBLIC RELATIONS

1. DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Department of Health and Human Services (DHHS) will provide general media releases throughout a pandemic and more specifically, information relating to the vaccine and its use. Council will utilise these releases and the information provided by the Department to provide appropriate messaging to local communities..

DHHS will also provide advice on ongoing immunisation programs for the vaccine once determined.

2. CAMPASPE SHIRE COUNCIL

Council staff will prepare media releases regarding the specifics of a mass vaccination session including the time, location and the target population. These will be prepared by the Environmental Health Coordinator. They will then be given to Councils Communications Coordinator to distribute to relevant papers and other media.

Media releases will also advise the public of some of the common side effects of the vaccine. This should reduce the number of non serious side effects being reported.

Contact will need to be made with local media to ensure all priority groups (once identified) within the community receive the information about the vaccination sessions.

PART 6: EVALUATION

1. GENERAL

The evaluation will be done by assessing the proportion of residents that have been vaccinated in the target age group. A debrief of all staff involved in the implementation of the plan will be conducted to discuss areas that may be improved in the future.

PART 7: APPENDICES

APPENDIX A : CONSOLIDATION MASS VACCINATION SITE CHECKLIST

	Tongala Shire Hall	Echuca - Sports & Entertainment Centre	Tooleen Recreation Reserve	Rushworth Shire Hall	Rochester Shire Hall	Kyabram Sports & Entertainment Centre	Lockington Community Centre	Stanhope Hall	Girgarre Hall	Gunbower Hall
1. Are we able to access the venue at any time?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2. Does it have an adequate supply of chairs?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
3. Does it have an adequate supply of tables?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
4. Does it have an adequate supply of screens?	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes
5. Does it have an area that can be used as a reception area?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6. Does it have a screened area or separate room for vaccinating?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7. Does it have an area that could be used for screening people who are suspected of being ill?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8. Does it have an area for waiting before vaccination?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9. Does it have an area for waiting after?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
10. Does it have adequate parking facilities?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11. Does it have adequate heating and cooling?	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes
12. Does the venue have power points in suitable locations?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes

PART 7: APPENDICES

	Tongala Shire Hall	Echuca - Sports & Entertainment Centre	Tooleen Recreation Reserve	Rushworth Shire Hall	Rochester Shire Hall	Kyabram Sports & Entertainment Centre	Lockington Community Centre	Stanhope Hall	Girgarre Hall	Gunbower Hall
13. Does the venue have toilets that can be easily accessed?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14. Is the venue able to be accessed by people with prams or a disability?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
15. Does the venue have a telephone landline available?	Yes	Yes	No	No	No	Yes	No	No	No	No
16. Does the venue have adequate lighting throughout?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
17. Does the venue have an adequate kitchen area that could be utilised by staff?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

APPENDIX B : INFORMATION RESOURCES PROFORMAS

1. Pandemic Vaccine Consent Form
2. Immunisation Nurses Observation Notes on Adverse Reactions



CLIENT ID _____

PANDEMIC VACCINE CONSENT

Please read the immunisation information provided and discuss with the nurse vaccinator before signing this consent form.

Medicare Number Client number on Medicare Card (eg 1, 2, 3, 4)

Family name _____

First Name _____

Date of Birth ____ / ____ / ____

 Male Female

Address _____ Postcode _____

Phone Number _____ Work Number _____

Aboriginal or Torres Strait Islander origin? Yes No

I have read and understood the information given to me about immunisation including the risk of the vaccination and the risk of not being vaccinated. I have been given the opportunity to discuss the risks and benefits with my nurse. I consent for the above named to be vaccinated with the pandemic vaccination.

Please tick and complete to give consent: yes

Name _____

Signature: _____ Date ____ / ____ / ____

The information you provide on this consent card is for the sole purpose of monitoring immunisation programs by the State and Federal Governments. The data will be kept confidential and identifying information will not be disclosed for any other purpose. You can access your information by contacting your immunisation provider.

Office Use Only:

Date Vaccine Given:	Nurse Initial:	Batch number or sticker:



IMMUNISATION NURSES OBSERVATION NOTES ON ADVERSE REACTIONS

Date: _____ Time: _____

Name of Client: _____ Date of Birth: _____

Name of Guardian: _____

Phone number of Guardian: _____

Address: _____ ID Number _____

Nurses Administering Assistance

Venue _____

Vaccine/s Administered / Batch No.

Condition of Client

SYMPTOMS:

- | | | | |
|-----------|--------------------------|--------------|--------------------------|
| Nausea | <input type="checkbox"/> | Stomach Ache | <input type="checkbox"/> |
| Head Ache | <input type="checkbox"/> | Light Headed | <input type="checkbox"/> |
| Dizzy | <input type="checkbox"/> | Hot & Sweaty | <input type="checkbox"/> |
| Fainted | <input type="checkbox"/> | | |

Signs:

Pulse _____ Skin _____
 Respirations _____ Conscious State _____
 Colour _____

Further Signs:

	Yes	Time		Yes	Time
Limpness			Apnoea		
Pallor			Loss of Consciousness		
Profound Hypotension			Difficulty in Breathing		
Profound Tachycardia			Signs of wheezing, snoring		

OTHER MORE SEVERE INDICATIONS OF REACTIONS TO WATCH OUT FOR

Skin

- Development of Urticaria Lesions
- Development of Erythema
- Development of Swelling

Gastrointestinal

- Nausea
- Vomiting
- Abdominal Cramps
- Diarrhoea

TREATMENT

	Yes	COMMENTS
Laid Down		
Feet Elevated		
Drink of Water Given		
Sat Down		
Cold Flannel		

Action

	Yes	Time	Comments (if necessary)
Contact Parent			
Send Home			
Send to Doctor			
Remain under teacher supervision in nurses station			
Remain under teacher supervision in Class Room			
Returned under own supervision			

Follow Up

Phone call to guardian

Date	Comment

Reported to Saef Vic **Date:** _____ **Signature** _____

PART 8: DISTRIBUTION LIST

Name (Information withheld for privacy reasons)	Title	Organisation	Branch	Plan No.
Master copy	Electronic Content Management (ECM)	Campaspe Shire Council	Echuca	1
	Municipal Emergency Coordinator	Campaspe Shire Council	Echuca	2
	Manager, Public Health	Department of Health and Human Services Loddon Mallee Region	Bendigo	3
	Emergency Management Manager	Department of Health and Human Services Loddon Mallee Region	Bendigo	4
	Infection Prevention & Control Officer	Echuca Regional Health	Echuca	5
	Infection Control Officer	Goulburn Valley Health – Waranga		6
	Director of Clinical Services	Kyabram & District Health Services	Kyabram	7
	Infection Control Manager	Rochester & Elmore District Health Services	Rochester	8
	Executive Officer	Campaspe Primary Care Partnerships	Rochester	9
	Regional Emergency Management Inspector – Western Region	Victoria Police	Bendigo	10
				11
	Government Publications Technician	State Library of Victoria	Melbourne	12

A copy of this Plan, without contact information, can be found on the Campaspe Shire Council website: www.campaspe.vic.gov.au