

Pharmacy owner implementation checklist: NHS Childhood Flu Vaccination Advanced Service

This checklist provides suggested actions pharmacy owners need to undertake to prepare to provide the NHS Childhood Flu Vaccination Advanced Service.

Further information on the service and resources can be found at cpe.org.uk/childhoodflu.

| | Activity | By whom? | By when? | Completed |
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| Understand the requirements of the service | | | | |
| 1. | Read the service specification , the Patient Group Direction and the NHS England's Seasonal Vaccinations Site Campaigns Guide Autumn/Winter 2025-26 . | | | <input type="checkbox"/> |
| 2. | Read the information and FAQs on the Community Pharmacy England website (cpe.org.uk/childhoodflu). | | | <input type="checkbox"/> |
| 3. | Watch the on-demand version of the webinar . | | | <input type="checkbox"/> |
| Register to provide the service | | | | |
| 4. | Complete the Manage Your Service (MYS) portal declaration to sign-up to provide the service (seeking approval from head office, if that is applicable). | | | <input type="checkbox"/> |
| Complete safeguarding requirements | | | | |
| 5. | Ensure the vaccinator has a valid Disclosure and Barring Service (DBS) certificate. | | | <input type="checkbox"/> |
| Have the required processes and service documents in place | | | | |
| 6. | Develop your Standard Operating Procedure (SOP) for the service. Include the process for escalation of any clinical and non-clinical issues identified. SOPs should also provide | | | <input type="checkbox"/> |

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| | appropriate guidance on signposting and details for updating NHS Profile Manager. | | | |
| 7. | <p>Review and print your service documents, for example:</p> <ul style="list-style-type: none"> ▪ Anaphylaxis telephone card (display near the phone); ▪ Chaperone policy; ▪ Needle stick injury procedure; ▪ UKHSA flu vaccine poster to aid selection; and ▪ Guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. | | | <input type="checkbox"/> |
| Have the required equipment/supplies in place | | | | |
| 8. | <p>Ensure you have any necessary equipment/supplies needed for provision of the service, for example:</p> <ul style="list-style-type: none"> ▪ Flu vaccines; ▪ A spill kit; ▪ An anaphylaxis pack (check the expiry of the adrenaline ampoules, syringes and needles); ▪ Patient information leaflets; ▪ Any recommended PPE; and ▪ A clinical waste bin. | | | <input type="checkbox"/> |
| Select a Point of Care IT system | | | | |
| 9. | Decide which Point of Care IT system that you want to use for the service. Read more about selecting an NHS assured IT system for the service | | | <input type="checkbox"/> |
| 10. | When you have selected a Point of Care IT system, ensure your team have log-in details and understand how to use the system before the service launches. | | | <input type="checkbox"/> |
| Register to obtain centralised stock | | | | |
| 11. | Register for the Federated Data Platform (FDP) to order vaccine. | | | <input type="checkbox"/> |
| 12. | Once live, log onto the FDP Supply Dashboard and check delivery details are correct. | | | <input type="checkbox"/> |

| Consider your offer – appointments and a walk-in service | | | | |
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| 13. | Use of the National Booking System (NBS) is required. NBS is a free NHS England digital tool which must be used to allow parents or carers to use the internet to book a childhood flu vaccination at a pharmacy of their choice. If you do not already have access to NBS, as part of other vaccination services, complete an NBS flu form . Access will allow you to post appointment dates for childhood flu vaccinations for parents or carers to book an appointment for their child. Read more about how to register for NBS . | | | <input type="checkbox"/> |
| 14. | Pharmacy owners are required to offer a certain number of appointments each month. Set up additional users on Manage Your Appointments (MYA) , check site details, and create availability for childhood flu appointments from 1st October. | | | <input type="checkbox"/> |
| Ensure your team are competent to provide the service | | | | |
| 15. | Make a training plan with your vaccinators who will be providing the service to ensure that when the service starts, they are competent to provide the service. | | | <input type="checkbox"/> |
| 16. | Review either their completed Vaccination Declaration of Competence or the National minimum standards and core curriculum for vaccination training competency assessment tool for your vaccinators to assure yourself that their competence can be assured. | | | <input type="checkbox"/> |
| 17. | Ensure all practitioners who are intending to administer flu vaccinations under the PGD have signed the PGD and that the Authorising Manager declaration has been completed. | | | <input type="checkbox"/> |
| 18. | Ensure that you have documented and can provide evidence to demonstrate, if requested, the competency of staff involved in provision of the service. | | | <input type="checkbox"/> |

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| 19. | Ensure all relevant staff have read, understood and signed up to the SOP for the service. | | | <input type="checkbox"/> |
| 20. | Brief all staff on the service so they are aware when the pharmacy will start to provide the service, when they can book appointments from and how to do this. Resources to assist with this are available at: cpe.org.uk/childhoodflu | | | <input type="checkbox"/> |
| Consider if you will be providing the service off the pharmacy premises | | | | |
| 21. | Read the additional guidance in the Provision of the service off the pharmacy premises section (under the Before providing the service drop down section) at cpe.org.uk/childhoodflu . This will ensure any additional actions that you may need to take when providing the service have been considered. Consent must be sought from the commissioner before providing the service offsite. | | | <input type="checkbox"/> |
| Promote the service | | | | |
| 22. | Before the service starts, decide how you are promoting the availability of the service to parents and carers. A checklist and promotional materials are available at: cpe.org.uk/childhoodflu . | | | <input type="checkbox"/> |
| 23. | Make sure you update NHS Profile Manager so your pharmacy is showing as a provider of the service. This will ensure that when the Find a pharmacy that offers free flu vaccination tool on the NHS website opens, this will be able to direct people to your pharmacy, as well as it showing as a service that you deliver on your pharmacy's NHS website profile. | | | <input type="checkbox"/> |
| Keep up to date on the service | | | | |
| 24. | If you have not already done so, sign up to your Local Pharmaceutical Committee (LPC) newsletter so you are made aware of any local training events on the service and | | | <input type="checkbox"/> |

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| | check their website to see if they have already published details on these. | | | |
| 25. | Sign up to Community Pharmacy England's email newsletters to ensure you don't miss out on further information on the service as it becomes available. | | | <input type="checkbox"/> |

| Daily checks when providing the service | | | Completed |
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| 1. | Ensure your consultation room or other area being used for vaccination is clean and tidy and clear of clutter and there are no trip hazards. | | <input type="checkbox"/> |
| 2. | Check you have sufficient equipment/supplies to provide the service. | | <input type="checkbox"/> |
| 3. | Check the fridge temperature. | | <input type="checkbox"/> |
| 4. | Check your stock of vaccine is enough for booked demand and opportunistic vaccinations. | | <input type="checkbox"/> |
| 5. | Review MYA for appointments. | | <input type="checkbox"/> |
| 6. | Check availability of an anaphylaxis pack. | | <input type="checkbox"/> |
| 7. | Message or call patients to remind them about their appointments for the following day. | | <input type="checkbox"/> |

| Weekly checks when providing the service | | | Completed |
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| 1. | Conduct weekly vaccine stocktakes and log these onto FDP. | | <input type="checkbox"/> |
| 2. | Review expiry dates of stock. | | <input type="checkbox"/> |
| 3. | Place additional stock orders were required. | | <input type="checkbox"/> |
| 4. | Review appointment availability on MYA and add new or amend existing appointments to maintain sufficient availability. | | <input type="checkbox"/> |