

Vaccinator implementation checklist: NHS Childhood Flu Vaccination Advanced Service

This checklist provides suggested actions that pharmacists and vaccinators 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 when? | Completed |
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| Ensure you are competent and understand the service requirements | | | |
| 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 our webinar on the service . | | <input type="checkbox"/> |
| 4. | Where required, complete face-to-face training covering injection technique and basic life support (including the administration of adrenaline for anaphylaxis) – a list of training providers can be found on the flu page at: cpe.org.uk/childhoodflu . This is a periodic requirement, so it is for the pharmacy owner and vaccinator to determine when retraining is needed. | | <input type="checkbox"/> |
| 5. | Undertake annual update training to ensure knowledge stays up to date with changes in practice and guidance. This may involve self-directed learning, using relevant references sources, such as the Green Book and the annual flu letter . It may also include online training which is available from a range of providers. | | <input type="checkbox"/> |
| 6. | Complete the Practitioner declaration on the PGD to confirm you have read and understood the content of the PGD and that you are willing and competent to work to it within your professional code of conduct. You must sign a copy of the PGD in each pharmacy that you work in where you will be providing the service. | | <input type="checkbox"/> |
| 7. | Request that the relevant person for the pharmacy completes the Authorising manager section of the PGD. An Authorising Manager must sign a copy of the PGD in each pharmacy that you work in. | | <input type="checkbox"/> |

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| 8. | <p>Demonstrate your competency to provide the service. Pharmacists and pharmacy technicians can do this by completing or updating their Declaration of Competence (DoC). Where the DoC process is used, it must be completed every two years. Alternatively, the competence of any vaccinators can be assured using the National minimum standards and core curriculum for vaccination training competency assessment tool in appendix A of the guidance.</p> | | <input type="checkbox"/> |
| Ensure you understand any local processes and have read any additional relevant service documents | | | |
| 9. | <p>Read the standard operating procedure (SOP) for the service at the pharmacies you work at.</p> <ul style="list-style-type: none"> ▪ Ensure you know what role support staff will have in providing the service; ▪ Review your working practices to ensure that the Childhood Flu Vaccination Service can be built into your routine work as well as continuing to be able to offer other services; and ▪ Ensure other relevant staff have read, understand and have signed up to the SOP. | | <input type="checkbox"/> |
| 10. | <p>Familiarise yourself with relevant additional 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 vaccine selection; and ▪ Guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. | | <input type="checkbox"/> |
| Check you have the required equipment/supplies at the pharmacy where you work | | | |
| 11. | <p>Check 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); | | <input type="checkbox"/> |

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| | <ul style="list-style-type: none"> ▪ Patient information leaflets; ▪ Any recommended PPE; and ▪ A clinical waste bin. | | |
| Make sure you can access the Point of Care IT system | | | |
| 12. | Ensure you have log-in details for the Point of Care IT System that will be used in the pharmacy that you work in and understand how to use the system before the service launches. | | <input type="checkbox"/> |
| Check who has access to other IT used to support the service | | | |
| 13. | Ensure you have log-in details for or check who has access to the Federated Data Platform (FDP) to order vaccine and submit any stocktakes. Ensure you understand how to use the system before the service launches. | | <input type="checkbox"/> |
| 14. | Ensure you have log-in details for or check who has access to the National Booking System (NBS) to review, amend and post appointments. Ensure you understand how to use the system before the service launches. | | <input type="checkbox"/> |
| Ensure your team are competent to provide the service | | | |
| 15. | Work with the pharmacy owner to ensure all staff are aware when the pharmacy will start to provide the service, when they can book appointments from and how to do this. | | <input type="checkbox"/> |
| Discuss where the service will be provided with the pharmacy owner | | | |
| 16. | If the intention is that some vaccinations will be carried out off the pharmacy premises, 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 considerations that you may need to take into account when providing the service have been considered. | | <input type="checkbox"/> |
| Keep up to date on the service | | | |
| 17. | 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 check their website to see if they have already published details on these. | | <input type="checkbox"/> |
| 18. | 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 likely demand. | <input type="checkbox"/> |
| 5. | Review Manage Your Appointment for appointments. | <input type="checkbox"/> |
| 6. | Check availability of an anaphylaxis pack. | <input type="checkbox"/> |