

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	Completed
Understand the requirements of the service		
1.	Read the service specification , the Patient Group Direction (PGD) or Vaccine Group Direction (VGD) and the NHS England's Seasonal Vaccination Provider Programme Guide Autumn/Winter 2026-27 .	☐
2.	Read the information and FAQs on the Community Pharmacy England website (cpe.org.uk/childhoodflu).	☐
Register to provide the service		
3.	Complete the Manage Your Service (MYS) portal declaration to sign-up to provide the service (seeking approval from head office, if that is applicable).	☐
Complete safeguarding requirements		
4.	Ensure the vaccinator has a valid Disclosure and Barring Service (DBS) certificate.	☐
Decide which legal mechanism will be used to provide the service		
5.	Two legal mechanisms are available to support administration of flu vaccines under the service. A PGD and a VGD. The choice of whether to operate under a PGD or a VGD is the decision of the pharmacy owner.	☐
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 appropriate guidance on signposting and details for updating NHS Profile Manager.	
7.	Review and print your service documents, for example: ▪ 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.	☐
Have the required equipment/supplies in place		
8.	Ensure you have any necessary equipment/supplies needed for provision of the service, for example: ▪ 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.	☐
Select a Point of Care IT system		
9.	Ensure you have access to the NHS Point of Care IT system that has been selected for the service – NHS Record a Vaccination Service (RAVS) If you do not have access to RAVS, request it via: https://www.ravs.england.nhs.uk/login	☐
10.	Ensure your team have log-in details and understand how to use the system before the service launches.	☐
Register to obtain centralised stock		
11.	Register for the Federated Data Platform (FDP) to order vaccine using the link: Sign up to FDP	☐
12.	Once live, log onto the FDP Supply Dashboard and check delivery details are correct. Order your initial stock.	☐

Consider your offer – appointments and a walk-in service		
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. NBS will search the Manage your Appointments (MYA) system to find appointments that match the user details and requirements. It will display the nearest locations and appointments so that a convenient time and location can be selected. Pharmacy owners without MYA access can request this by completing the data capture form at Vaccination Provider System Access Request.	☐
14.	Pharmacy owners are required to offer at least 20 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. Pharmacy owners must also offer vaccination through advertised walk-in clinics via the NHS Pharmacy Services Finder.	☐
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.	☐
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.	☐
17.	Ensure all practitioners who are intending to administer flu vaccinations under the selected legal mechanism have signed it and that the Authorising Manager declaration has been completed.	☐
18.	Ensure that you have documented and can provide evidence to demonstrate, if requested, the competency of staff involved in provision of the service.	☐
19.	Ensure all relevant staff have read, understood and signed up to the SOP for the service.	☐

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	☐
21.	Ensure appropriate staff have access and know how to use MYA, FDP and RAVs.	☐
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 service commissioner before providing the service offsite.	☐
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 .	☐
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.	☐
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 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.	☐

Daily checks when providing the service		Completed
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.	☐
2.	Check you have sufficient equipment/supplies to provide the service.	☐
3.	Check the fridge temperature.	☐
4.	Check your stock of vaccine is enough for booked demand and opportunistic vaccinations.	☐
5.	Review MYA for appointments.	☐
6.	Check availability of an anaphylaxis pack.	☐
7.	Message or call patients to remind them about their appointments for the following day.	☐

Weekly checks when providing the service		Completed
1.	Conduct weekly vaccine stocktakes and log these onto FDP.	☐
2.	Review expiry dates of stock.	☐
3.	Place additional stock orders where required.	☐
4.	Review appointment availability on MYA and add new or amend existing appointments to maintain sufficient availability.	☐