

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
Ensure you are competent and understand the service requirements			
1.	Read the service specification , the legal mechanism your pharmacy owner has decided to use (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).		☐
3.	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 childhood 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.		☐
4.	Undertake annual update training to ensure knowledge stays up to date with changes in practice and guidance. This includes completion of the e learning for health flu immunisation training for LAIV and 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.		☐
5.	Complete the Practitioner declaration on the PGD/VGD to confirm you have read and understood the content of the PGD/VGD 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/VGD in each pharmacy that you work in where you will be providing the service.		☐

6.	Request that the relevant person for the pharmacy completes the Authorising manager section of the PGD/VGD. An Authorising Manager must sign a copy of the PGD/VGD in each pharmacy that you work in.		☐
7.	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.		☐
Ensure you understand any local processes and have read any additional relevant service documents			
8.	Read the standard operating procedure (SOP) for the service at the pharmacies you work at. ▪ 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.		☐
9.	Familiarise yourself with relevant additional service documents, for example: ▪ 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.		☐
Check you have the required equipment/supplies at the pharmacy where you work			
10.	Check 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.		
Make sure you can access the Point of Care IT system			
11.	Ensure you have log-in details for the Point of Care IT System that has been selected for the service – NHS Record a Vaccination Service (RAVS) , and understand how to use the system before the service launches.		☐
Check who has access to other IT used to support the service			
12.	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.		☐
13.	Ensure you have log-in details for or check who has access to the Manage Your Appointments (MYA) portal to review, amend and post appointments. Ensure you understand how to use the system before the service launches.		☐
Ensure your team are competent to provide the service			
14.	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.		☐
Discuss where the service will be provided with the pharmacy owner			
15.	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.		☐
Keep up to date on the service			
16.	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.		
17.	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 likely demand.	☐
5.	Review Manage Your Appointment for appointments.	☐
6.	Check availability of an anaphylaxis pack.	☐