

 **Review Sheet**

 Last Reviewed 01 Jul '21	 Last Amended 01 Jul '21	 Next Planned Review in 12 months, or sooner as required.
Business impact	 <p><b>MEDIUM IMPACT</b></p> <p>Changes are important, but urgent implementation is not required, incorporate into your existing workflow.</p>	
Reason for this review	Best practice	
Were changes made?	Yes	
Summary:	<p>This policy will support with the staff vaccination and immunisation process. It has been updated to include a link to the new Staff Immunisation Tracker which is available in QCS Resource Centre. A further reading reference to the ICO guidance on vaccinations has also been added.</p>	
Relevant legislation:	<ul style="list-style-type: none"> <li>• The Health Protection (Coronavirus) Regulations 2020</li> <li>• The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance</li> <li>• The Care Act 2014</li> <li>• Control of Substances Hazardous to Health Regulations 2002</li> <li>• Equality Act 2010</li> <li>• The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014</li> <li>• Health and Safety at Work etc. Act 1974</li> <li>• Mental Capacity Act 2005</li> <li>• Mental Capacity Act Code of Practice</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• Coronavirus Act 2020</li> </ul>	

<p>Underpinning knowledge - What have we used to ensure that the policy is current:</p>	<ul style="list-style-type: none"> <li>• Author: National Institute of Health and Care Excellence, (2020), <i>Immunizations - Seasonal Influenza</i>. [Online] Available from: <a href="https://cks.nice.org.uk/immunizations-seasonal-influenza#!scenario">https://cks.nice.org.uk/immunizations-seasonal-influenza#!scenario</a> [Accessed: 1/7/2021]</li> <li>• Author: Public Health England, (2020), <i>Immunisation Against Infectious Disease - The Green Book</i>. [Online] Available from: <a href="https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book">https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book</a> [Accessed: 1/7/2021]</li> <li>• Author: Public Health England, (2019), <i>Seasonal Influenza: Guidance, data and analysis</i>. [Online] Available from: <a href="https://www.gov.uk/government/collections/seasonal-influenza-guidance-data-and-analysis">https://www.gov.uk/government/collections/seasonal-influenza-guidance-data-and-analysis</a> [Accessed: 1/7/2021]</li> <li>• Author: Public Health England, (2021), <i>COVID-19 Vaccination: Guide for healthcare workers</i>. [Online] Available from: <a href="https://www.gov.uk/government/publications/covid-19-vaccination-guide-for-healthcare-workers/covid-19-vaccination-guide-for-healthcare-workers">https://www.gov.uk/government/publications/covid-19-vaccination-guide-for-healthcare-workers/covid-19-vaccination-guide-for-healthcare-workers</a> [Accessed: 1/7/2021]</li> <li>• Author: NHS, (2021), <i>Coronavirus (COVID-19) Vaccine</i>. [Online] Available from: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</a> [Accessed: 1/7/2021]</li> <li>• Author: MHRA, (2021), <i>UK Regulator Confirms that People Should Continue to Receive the COVID-19 Vaccine AstraZeneca</i>. [Online] Available from: <a href="https://www.gov.uk/government/news/uk-regulator-confirms-that-people-should-continue-to-receive-the-covid-19-vaccine-astrazeneca">https://www.gov.uk/government/news/uk-regulator-confirms-that-people-should-continue-to-receive-the-covid-19-vaccine-astrazeneca</a> [Accessed: 1/7/2021]</li> <li>• Author: ICO, (2021), <i>Vaccinations</i>. [Online] Available from: <a href="https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/vaccinations/">https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/vaccinations/</a> [Accessed: 1/7/2021]</li> <li>• Author: PSNC &amp; NHS England, (2019), <i>Service specification - Community pharmacy seasonal influenza vaccination advanced service</i>. [Online] Available from: <a href="https://www.england.nhs.uk/wp-content/uploads/2017/08/21-22-Service-specification-for-seasonal-flu-050821.pdf">https://www.england.nhs.uk/wp-content/uploads/2017/08/21-22-Service-specification-for-seasonal-flu-050821.pdf</a> [Accessed: 17/8/2021]</li> </ul>
<p>Suggested action:</p>	<ul style="list-style-type: none"> <li>• Encourage sharing the policy through the use of the QCS App</li> <li>• Share 'Key Facts' with all staff</li> <li>• Ensure relevant staff are aware of the content of the whole policy</li> </ul>
<p>Equality Impact Assessment:</p>	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



## 1. Purpose

**1.1** To ensure that all staff understand the reasons for immunisation and are aware of the provision for reducing exposure to vaccine-preventable diseases.

**1.2** To ensure that staff understand that immunising healthcare staff is necessary to:

- | Protect themselves and their family
- | Protect Service Users, in particular vulnerable and immunosuppressed individuals
- | Protect other healthcare staff
- | Allow for the efficient running of services at The Right Home Care Team Ltd without disruption
- | Reduce community spread of disease

**1.3** To adhere to legislation, regulation and evidence-based current recommended practice in relation to infection control and health and safety at work.

**1.4** To support The Right Home Care Team Ltd in meeting the following Key Lines of Enquiry:

**Key Question**

**Key Lines of Enquiry**

CARING	C2: How does the service support people to express their views and be actively involved in making decisions about their care, support and treatment as far as possible?
EFFECTIVE	E5: How are people supported to live healthier lives, have access to healthcare services and receive ongoing healthcare support?
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?
WELL-LED	W5: How does the service work in partnership with other agencies?

**1.5** To meet the legal requirements of the regulated activities that {The Right Home Care Team Ltd} is registered to provide:

- | The Health Protection (Coronavirus) Regulations 2020
- | The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance
- | The Care Act 2014
- | Control of Substances Hazardous to Health Regulations 2002
- | Equality Act 2010
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | Health and Safety at Work etc. Act 1974
- | Mental Capacity Act 2005
- | Mental Capacity Act Code of Practice
- | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- | Coronavirus Act 2020



## 2. Scope

**2.1** The following roles may be affected by this policy:

- | All staff

**2.2** The following Service Users may be affected by this policy:

- | Service Users

**2.3** The following stakeholders may be affected by this policy:

- | Commissioners
- | External health professionals
- | NHS



## 3. Objectives

**3.1** To provide guidance to The Right Home Care Team Ltd about its statutory duty to protect the health of its staff and Service Users against infectious disease.

**3.2** To ensure that The Right Home Care Team Ltd cascades core standards of good practice in regard to immunisation and vaccination in line with the Department of Health and Public Health England standards.



## 4. Policy

**4.1** All staff on commencement of employment and ongoing will be risk assessed for each available immunisation and recommended to ask their GP to immunise them if the risk assessment indicates that they would benefit. Where national campaigns are in place for immunisations, e.g. coronavirus, seasonal flu, The Right Home Care Team Ltd will ensure that information is cascaded to staff on the benefits of seeking immunisation.

**4.2** Vaccination against COVID-19 is an important tool in helping to prevent infection and reduce hospitalisation and mortality. In accordance with public health advice and as an integral part of our health and safety measures, we strongly urge all eligible staff to participate in ongoing vaccination programmes where it is safe to do so in individual circumstances. Where you have concerns about accepting the vaccination we will encourage you to discuss this with your GP. The Right Home Care Team Ltd will also ensure that there is information available on the vaccine.

While we strongly urge you to get vaccinated, we recognise that this is your personal decision whether or not to receive the vaccine. We respect the wishes of those who choose not to be vaccinated, whether this is for health or other reasons. You will not be treated unfairly or in a discriminatory way because of your vaccination status.

**4.3** The Right Home Care Team Ltd is required to monitor the COVID-19 vaccination uptake within our services via the capacity tracker.



## 5. Procedure

### 5.1 Pre-employment:

After an offer of appointment, but prior to the commencement of employment, all new employees will be issued with a pre-employment health assessment, which will include a review of immunisation needs. A COSHH risk assessment will indicate which pathogens staff are exposed to at The Right Home Care Team Ltd, and staff considered to be at risk of exposure to pathogens will be advised about immunisation as appropriate. This decision will also take into account the safety and efficacy of available vaccines. Staff not considered to be at risk, need not routinely be immunised.

### 5.2 Existing staff

The immunisation status of existing staff will be reviewed annually to assess which risks staff are exposed to in the workplace, and staff considered to be at risk of exposure will be advised on routine pre-exposure immunisation as appropriate.

If required, staff will be offered an occupational health assessment to determine which immunisations are appropriate, paid for by The Right Home Care Team Ltd.

Immunisation will not be viewed as a substitute to good infection control practice, and this policy must be read in conjunction with the Infection Control Policy and Procedure at The Right Home Care Team Ltd.

### 5.3 Vaccinations for all Staff in Contact with Service Users

Everyone who has direct contact with Service Users must be up to date with their routine immunisations:

- | Tetanus
- | Polio
- | Diphtheria
- | Measles, mumps and rubella (MMR). This is particularly important to avoid transmission to vulnerable groups. Evidence of satisfactory immunity to MMR is either:
  - | A positive antibody test to measles and rubella, or
  - | Having two doses of the MMR vaccine
- | Influenza immunisation helps to prevent influenza in staff and may also reduce the transmission of influenza to vulnerable Service Users. The Influenza vaccination is therefore recommended for all Care Workers directly involved in Service User care, who should be offered influenza immunisation on an annual basis

### 5.4 Other Vaccinations

Some staff may need to have other selected vaccines, as recommended below:

- | Bacillus Calmette–Guérin (BCG) vaccine is recommended for Care Workers who may have close contact with infectious Service Users (infectious tuberculosis (TB))
- | Hepatitis B vaccination is recommended for Care Workers if they
  - | Have direct contact with Service Users' blood or blood-stained body fluids, such as from sharps
  - | Are at risk of injury from blood-contaminated sharp instruments, or of being deliberately injured or bitten by a Service User
- | Varicella (chickenpox) vaccine is recommended for susceptible staff who have direct Service User contact. Staff with an uncertain history of chickenpox or herpes zoster should be tested and a vaccine only offered to those without the antibody

Staff must be referred to their GP for the above immunisations, with a covering letter detailing the need, if required by the GP. Staff can refer to [Immunisation of healthcare and laboratory staff: The Green Book](#) for more information.

All frontline health and social care workers directly involved in Service User care will be offered the **annual influenza vaccine** to protect other staff and Service Users and to ensure the overall safe running of the service.

### 5.5 Hepatitis B Immunisation

All healthcare workers, who have direct contact with blood, blood-stained body fluids or Service Users' tissues, should be offered immunisation against hepatitis B and have blood tests to check their response to immunisation, including investigation of non-response:

- | Hepatitis B immunisation, with post-immunisation testing of response by hepatitis B surface antibody

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(hepatitis B surface antibody level >10 IU/ml)

- | If hepatitis B non-responder, should be offered blood testing for hepatitis B antigen
- | All staff can have blood testing for hepatitis C antibody, hepatitis B antigen and HIV antibody on request

Guidance on immunisation against hepatitis B is contained in the 'Green Book', chapter 18 of the UK Health Department's publication, 'Immunisation against infectious disease'.

**5.6 Vaccine Refusal**

Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work (Health and Safety at Work Act 1974). Immunisations are not mandatory but are strongly recommended. However, by declining vaccination, they may be putting themselves and others at risk.

A staff member wishing to decline vaccination will be required to sign a declaration confirming that they are aware of the risk from vaccine-preventable infection that may be acquired in the course of their work.

**5.7 Coronavirus (COVID-19)**

**Coronavirus vaccines** have now been approved for use in the UK.

The Right Home Care Team Ltd will ensure that [government guidelines](#) are followed in relation to staff vaccinations to ensure both their safety and wellbeing and that of the Service Users. The Right Home Care Team Ltd will also ensure that ahead of staff vaccinations:

- | A list of all staff has been produced that work at The Right Home Care Team Ltd
- | A letter confirming the staff member's employment in the care sector has been issued. A template letter is available within the Forms section of this policy
- | Staff consent forms are issued. A standardised template from Public Health England can be found within the Forms section of this policy
- | A record of staff vaccinations is in place
- | Advance rota management is in place to support when staff may be required to have a vaccination and to ensure that continuity of care continues at The Right Home Care Team Ltd for all Service Users

Staff can also use the [National Booking Service](#) to book an appointment at a time and place that is suitable for them. When attending the appointment staff must have:

**Either:**

- | A "Notice of Eligibility" supplied by the local authority; and
- | A form of photographic ID

**Or:**

- | A recent letter from their employer which confirms the employer's address and that the person is a social care worker; **and**
- | A photo identification card issued by the employer **or** another form of photo ID

The Right Home Care Team Ltd will continue to follow the latest government guidelines into staff vaccinations for the coronavirus. A selection of resources can also be found in the Forms section of this policy to aid with this process, including a vaccination programme checklist.

**5.8 Proof of Vaccination - COVID-19**

Staff must notify The Right Home Care Team Ltd of their up-to-date COVID-19 vaccinations, including the vaccination date and vaccine name. A template staff immunisation tracker is available to use in the QCS Resource Centre (a link to which can be found in the Further Reading section of this policy).

Staff vaccination details will be kept confidential and only shared with the line manager and the person responsible for Human Resources. The Right Home Care Team Ltd will retain these records in line with the [Records Management Code of Practice 2021](#) and the Data Security and Data Retention Policy and Procedure at The Right Home Care Team Ltd, which is available from the QCS Management system.

The Right Home Care Team Ltd will use this information to ensure staff and Service User health and safety in the workplace, assess staff fitness to work, provide appropriate workplace adjustments, and monitor and manage sickness absence.

Any information provided will be handled in accordance with our Data Protection and Confidentiality Policy and Procedure. For more information about how we use your personal data and special categories of personal data, please also refer to our Employee Privacy Notice. Further information on your vaccination status and the rules we follow under UK GDPR can be read [here](#).

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**5.9 Time Off for Vaccination**

The Right Home Care Team Ltd will allow reasonable paid time off for you to attend any vaccination appointment during your working hours. You will be paid your normal rate of pay for the time spent getting vaccinated during working hours. Please advise your line manager as soon as you are aware of the date and time of your vaccination.

Any time off for sickness due to vaccine related illness will be managed under the Sickness Absence Policy and Procedure at The Right Home Care Team Ltd.

Any vaccine-related absence will not be recorded as sickness absence or count towards your absence levels for the purposes of triggering our sickness absence meetings procedure.

**5.10 Maintaining a COVID Secure Workplace**

This vaccination policy is a key part of our overall strategy and commitment to maintaining a COVID-19 secure workplace in accordance with government guidance. This policy is designed for use together with, and not as a substitute for, other COVID-19 measures, including our Health and Safety Policy and Procedure. In particular, all staff must adhere to the following health and safety rules to reduce the risk of transmission of COVID-19 in the workplace, whether or not they have been vaccinated:

- | Practice social distancing
- | Wear Personal Protective Equipment as required for your role
- | Wear a face-covering where PPE is not required
- | Wash your hands carefully and frequently
- | Ensure that the testing regime of The Right Home Care Team Ltd is followed
- | Do not come to work if you are unwell
- | Follow current government [COVID-19 guidance](#) and keep up to date with policy updates on the QCS system

**6. Definitions****6.1 Vaccine**

- | A type of medication that trains the body's immune system so that it can fight a disease it has not come into contact with before. Vaccines are designed to prevent disease, rather than treat a disease once it has been caught

**6.2 Pathogens**

- | Are disease causing viruses, such as:
  - | Human Immunodeficiency Virus (HIV)
  - | Measles
  - | Meningitis
  - | Influenza
  - | Chickenpox

**6.3 Influenza**

- | A highly contagious viral infection of the respiratory passages causing fever, severe aching, and catarrh, and often occurring in epidemics

**6.4 Vaccination**

- | A preparation of a weak or killed pathogen, such as bacteria or virus, that is given to prevent or treat infection and it aims to stimulate production of an immune response in the body

**6.5 Immunisation**

- | Immunisation is the process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. Vaccines stimulate the body's own immune system to protect the person against subsequent infection or disease

**6.6 Anaphylactic Reaction**

- | Anaphylactic reaction is a serious allergic reaction that is rapid in onset and may cause death. It typically causes more than one of the following: an itchy rash, throat or tongue swelling, shortness of breath, vomiting, light-headedness, and low blood pressure



## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- 1 Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. By declining vaccination, they may be putting themselves and others at risk
- 1 There is a guide to vaccination for care staff in the Resource Centre
- 1 The immunisation status of existing staff will be reviewed annually to assess which risks staff are exposed to in the workplace, and staff considered to be at risk of exposure will be offered routine pre-exposure immunisation as appropriate
- 1 All new employees will undergo a pre-employment health assessment, which will include a review of immunisation needs
- 1 Any vaccine preventable disease that is transmissible from person to person poses a risk to both healthcare professionals and Service Users. Care Workers have a duty of care towards the Service Users which includes taking reasonable precautions to protect them from communicable diseases
- 1 Professionals also have a duty under the Health and Safety at Work Act 1974 to co-operate with measures taken by their employer to protect their health
- 1 Individual staff will take responsibility for their own health, keep a record of vaccinations they have received and know when they are due to expire
- 1 The World Health Organization says: 'The two public health interventions that have had the greatest impact on the world's health are clean water and vaccines'



## Key Facts - People affected by the service

People affected by this service should be aware of the following:

- 1 The Right Home Care Team Ltd will ensure that staff who have a duty of care to themselves and Service Users will be offered immunisation screening and vaccination to keep you safe



## Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

**QCS Resource Centre - Staff Immunisation Tracker (To track the vaccination status of staff, where this is required):**

<https://app.qcs.co.uk/resource-centre>

**Public Health England - Posters and Videos:**

<https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/>

**GOV.UK - Priority Groups for Coronavirus (COVID-19) Vaccination:**

<https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-2-december-2020>

**NHS England - Social Care: Guidance for workforce flu vaccination:**

<https://www.england.nhs.uk/increasing-health-and-social-care-worker-flu-vaccinations/social-care/>

**NHS - Flu Campaign Resources:**

<https://www.nhsemployers.org/flu>



## Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- | Resources are available to aid informed decision making
- | Staff are aware of this policy and their responsibilities within it
- | Themed audits take place to monitor uptake of vaccinations in line with health and safety requirements and to assure compliance to policy
- | The Right Home Care Team Ltd have a proactive and planned approach to seasonal vaccination with successful uptake from staff
- | The wide understanding of the policy is enabled by proactive use of the QCS App



## Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Vaccine Refusal Form - CC177	If a member of staff refuses to have a vaccination	QCS
Staff COVID-19 Vaccine Letter- CC177	To inform staff of the COVID-19 vaccine programme and provide confirmation of their employment within the care sector.	QCS
COVID-19 Vaccination Programme Checklist - CC177	To support with the implementation process of a COVID-19 vaccination programme.	QCS
Template Covering Letter for the COVID-19 Consent Form - CC177	To be used when sending out consent forms for the COVID-19 vaccine to staff.	Public Health England

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The Right Home Care Team Ltd advises on immunisations against infectious disease that are prevalent within the workplace to all employed staff where their role indicates that an identified risk exists.

As per the Staff Immunisation Policy and Procedure, you have been advised on **(INSERT DATE)** that it is strongly urged that you have the immunisation for (**\*please delete as appropriate**):

- Tetanus
- Polio
- Diphtheria
- Measles, mumps, and rubella (MMR)
- Bacillus Calmette–Guérin (BCG)
- Hepatitis B
- Varicella (chickenpox)
- Influenza
- Coronavirus

I, **(Staff Member Name)**, acknowledge that I am aware of the following:

- I understand that, by not having the recommended immunisation schedule associated with my role, I may be at risk of contracting vaccine-preventable diseases
- I understand that, by not having the immunisation schedule associated with my role, I can spread these vaccine-preventable diseases to other vulnerable children and adults
- The reason for the immunisations associated with my role
- I have been advised of the benefits and the risks of the vaccine

I am choosing to refuse vaccination for the following reasons:

I understand that I can arrange to be vaccinated if I change my mind at a later date.

I understand that my employer will keep on my personnel file the record of my refusal to be vaccinated.

<b>Signature:</b>	
<b>Full Name:</b>	
<b>Job Title:</b>	
<b>Date:</b>	

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**[Insert Date]**

Dear **[Insert Name]**,

We are pleased to write to you following the recent government announcement of an approved coronavirus vaccine and inform you that adult social care has been included within the top priority groups. This means that we can start to save lives and protect all our Service Users and staff.

As part of this announcement the government have advised that group one includes older adults within a care home and their carers and group two includes frontline health and social care workers. Initial vaccinations will begin with care home workers and the over 80s from 8th December 2020. Due to the transportation requirements of the vaccine and the temperature at which it is stored, hospital hubs have been created in which the first wave of vaccinations will be provided. Further guidance will be issued by the government to support more vaccination waves.

To support you and your eligibility to receive the vaccine, please refer to the enclosed letter which has been produced to confirm your employment in the care sector. This should be presented when going for your vaccination against COVID-19.

Yours sincerely,

**[Insert name]**

on behalf of The Right Home Care Team Ltd

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**[Print on company letter headed paper]**

**[Insert Date]**

To whom it may concern,

On behalf of The Right Home Care Team Ltd, we write to can confirm that **[Insert name]** is employed within the care sector and has worked for our organisation, providing care, since **[Insert date]**.

If you require further information, please contact The Right Home Care Team Ltd on **[Insert contact number]**.

Yours sincerely,

**[Insert name]**

on behalf of The Right Home Care Team Ltd

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	Yes	No	Comments
<b>Preparation</b>			
A staff list has been produced by the company detailing: <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of birth</li> <li>• NHS Number</li> <li>• GP details</li> </ul>			
Have confirmation letters been produced for each member of staff to confirm their employment within the care sector?			
Have the confirmation letters been issued to all members of staff?			
Are staff aware of the process to follow in relation to the vaccination programme for COVID-19?			
Are staff aware of the need to obtain consent in relation to vaccinations?			
Have records to track staff vaccinations been set up to follow them as they occur?			
Have staff rotas been planned to allow time for all staff to get vaccinated?			
Are there enough staff on duty to support the vaccination programme, whilst ensuring continuity of care for all Service Users?			
Is there a vaccination plan for the service in place?			
<b>Vaccination Process</b>			
Has the standardised consent form for staff been used to gain their consent?  <i>(NB: the government have released a standardised consent form for everyone to use)</i>			
Has the standardised consent form been used to gain consent from Service Users and their family?  <i>(NB: the government will be releasing a standardised consent form for everyone to use)</i>			

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	Yes	No	Comments
<b>Vaccination Process</b>			
Have vaccinations records for staff been reported via the Capacity Tracker?			
Once the initial vaccination has been taken by staff is there a record in place to track when the next vaccination is required?  <i>(NB: Two doses of the vaccination are required. Staff should refer to their record card for the date of the second appointment)</i>			
Are staff rotas being managed to accommodate second appointments for the vaccine?			

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[Staff Member Name]

[Street Name]

[Town]

[County]

[Postcode]

## Covering letter for consent form for Social Care staff

Dear [Member of staff's name],

### COVID-19 Vaccination for Service Users and Staff

I would like to inform you that we will soon be making COVID-19 vaccinations available to all our staff and Service Users and would like to ask if you wish to give your consent to be vaccinated.

This vaccination will be free of charge and our highest priority is delivering the vaccines to all care home staff and Service Users as soon as the vaccine is available.

Through vaccination of all our staff we aim to help protect individuals from becoming unwell with or dying from the COVID-19 disease. It will also help reduce the risk of staff spreading infection to vulnerable clients, patients and family members.

Information about COVID-19 vaccines is available at: [www.gov.uk/government/collections/immunisation](http://www.gov.uk/government/collections/immunisation) and [www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine](http://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine)

For women of childbearing age, please read the detailed guidance at: [www.nhs.uk/covidvaccination](http://www.nhs.uk/covidvaccination)

Indications are that some vaccine recipients may experience a painful heavy arm where they had the injection and may feel tired or have a mild fever for a couple of days. These are common side effects following vaccination. If required, paracetamol may help to reduce these effects and keep you as comfortable as possible following vaccination. Please read the product information for more details on the vaccine and possible side effects by searching Coronavirus Yellow Card. You can also report suspected side effects on the same website or by downloading the Yellow Card app.

During the vaccination delivery we will maintain the range of measures we have in place to keep our staff safe from COVID-19. Staff giving the vaccine will be wearing personal protective equipment and will abide by all our cleaning and disinfection requirements.

Once we have your consent, we will schedule the vaccination appointments. Please note two doses of the vaccine may be required.

Please confirm your consent by returning the attached form to the vaccination service provider.

By consenting you will be playing your part in protecting all Service Users and staff from catching and spreading COVID-19.

Best wishes,

<Name>

<Job Title>

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