

School Immunization Clinics Required Practice Guidelines

1. To provide a safe and comfortable environment for administering immunizations, it is important for Public Health staff to have a room with adequate space and seating to immunize approximately 10-15 students at one time.
2. Public Health staff prefer to be in a large room such as a library or gym; however, a classroom, or room of similar size, may be suitable if it has adequate light, air flow, and space for chairs and tables.
3. The required space should not be a stage in a gym or an auditorium (unless there is sound proofing) if other activities are occurring in the room at the same time.
4. Please call Public Health if you have any questions regarding an appropriate space for this activity in your school.
5. Please provide the dedicated room for the entire day that Public Health staff is in the school. If a room must be changed at the last minute, please ensure that it meets the same required practice guidelines.
6. The Principal should ensure that all teachers (including supply teachers) are informed of the immunization clinic schedule and any remaining Consent forms for Immunization are forwarded to the office for Public Health staff to pick up upon arrival at the school.

Thank you for your assistance in keeping your students' immunizations up-to-date by providing appropriate space for Public Health School Immunization Clinics.

For more information contact Hastings Prince Edward Public Health

Phone: 613-966-5500 ext. 221 | Toll-free: 1-800-267-2803 ext. 221 | TTY: 711 or 1-800-267-6511

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