




Immunisation Policy

September 2025

Signed (Chair of Trust Board):	
Date:	September 2025
Review:	September 2026

Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

1. Purpose

To ensure that all pupils at Arbor Academy Trust are protected, as far as possible, against vaccine-preventable disease, and to support public health by encouraging uptake of routine immunisations. The policy also sets out the school's role in school based immunisation programmes and procedures for managing immunisation status, consent, and recordkeeping.

2. Legal and Policy Framework

This policy is intended to be consistent with:

- The UK Routine Childhood Immunisation Schedule. [Immunisation schedule](#)
- Guidance for schools on supporting immunisation programmes in England, including school-age immunisation service (SAIS) programmes. [GOV.UK](#)

3. Definitions

- **Routine Immunisations:** Vaccinations that are offered to all children at particular ages (e.g. MMR, DTaP/IPV/Hib, pneumococcal, flu).
- **Catch-up Immunisations:** Vaccinations offered to children who missed routine immunisations.
- **SAIS:** School Age Immunisation Service, which provides vaccination programmes in schools.
- **Parent / Carer:** Person with legal responsibility for the child.

4. Scope

This policy applies to all pupils enrolled at Arbor Academy trust schools, staff and governors, in relation to the school's responsibilities around immunisation programmes delivered in school and the handling of immunisation records, consent, and related health & safety duties.

5. Responsibilities

Board of Trustees/ Local governing board

Approve this policy; ensure resources for compliance; oversee overall health & safety obligations.

Headteacher/ Head of School

Implement policy; liaise with SAIS and the local NHS/public health bodies; ensure parents/carers are informed; ensure staff training if required.

School Nurse / Public Health / SAIS

Deliver immunisation programmes; provide advice; manage clinical aspects of immunisation sessions; keep accurate records of immunisations given.

Admin / Office Staff

Play an active role in the school-based immunisation programmes and procedures for managing immunisation (see Paragraph 6)

Parents / Carers

Provide information about child's immunisation status; respond to consent requests; ensure child attends immunisation sessions or arranges catch-ups with their GP if needed.

6. School Based Immunisation Programmes:

The school will participate in programmes delivered by the SAIS (or equivalent local NHS/public health service) as follows:

Before the immunisation session the SAIS team will work closely with the school to ensure effective planning and delivery of the service.

The SAIS team will:

- contact the school to agree on suitable days for visits.
- liaise with named schools link person for the SAIS team.
- provide information to support parents or carers and children and young people to make an informed decision on consent for the setting to disseminate.
- provide the school with an invitation to send to parents and carers. The letter includes information on the consent process and links to further guidance.

The school will:

- Send the invitation to parents and carers of children and young people who are eligible, in good time and with a clear deadline for response. The deadline should be at least 48 hours before the SAIS team arrives so that they can order the required amount of vaccine.
- Communicate with children, and parents or carers to support consent and uptake.
- Encourage parents, carers or staff who may be concerned or require additional guidance to speak to their health visitor, school nurse, or GP.
- Encourage parents, carers or a person with parental responsibility to complete the consent form, highlighting that if the consent deadline is missed, the SAIS team may not have enough vaccines for everyone who would like one on the day.
- Consider what space could be made available and provide as much information as possible for the SAIS team so that they can plan their visit and be prepared on the day. Ideally, this should be a large, well-ventilated space to undertake the vaccinations – generally a sports hall or similar.

On the day of the immunisation session

The SAIS team will:

- set up the venue for the immunisation session
- provide the immunisations to children and young people on the list provided
- remove any sharp, hazardous or medical waste.

The school will:

- Ensure that the SAIS team can access the agreed space before the school day starts so they can set up.
- Provide, if possible, access to a power supply with extension cables and anti-trip mats, separation screens, defibrillator, gym mats, tables and chairs.
- Allow children and young people to wear loose-fitting short-sleeved tops on the day of vaccination.
- Identify and support children who may find the procedure stressful, in partnership with the school nurse.
- Help to keep disruption and noise to a minimum.
- Ensure a steady flow of children and young people throughout the school day.
- Remove any household waste generated on the day.
- Avoid any unscheduled fire drills and so on to be scheduled on the same day as vaccinations

These programmes may include

- Seasonal influenza vaccination (nasal spray) for children in Reception through Year 6
- Catch-up programmes for MMR, Diphtheria, Tetanus, Polio (DTaP/IPV), and others, for children who have missed routine immunisations. [Childhood Immunisations Waltham Forest](#) , [Childhood Immunisations Hackney](#)

7. Consent

- Written (or electronic) parental/carer consent is required before any vaccination given at school.

8. Immunisation Status and Record Keeping

- On admission to the school (or as soon as possible thereafter), the school will ask parents/carers to supply upto date information about the child's immunisations (from the "Red Book" or GP records).

9. Managing Outbreaks or Infectious Disease Incidents

- Should an outbreak or cluster of a vaccine preventable disease occur (e.g. measles, mumps, meningococcal disease), the school will follow advice from the UK Health Security Agency (UKHSA) / local public health team. [GOV.UK](#)
- The school will co-operate fully with any vaccination response (catch-up vaccination clinics, temporary immunisation sessions) arranged as an outbreak control measure.
- The school will communicate clearly with parents/carers about risks, measures being taken, and any action required.

10. Communication

- The policy will be made available to parents/carers via the school website and on request.
- Prior to immunisation sessions, reminders will be sent home (letters, emails) including information about what is being offered, when, where, and what consent is needed.
- The school may include immunisation topics in PSHE or science education (e.g. how vaccines work, importance for public health) to raise awareness.
- The school will work with public health / SAIS to share credible information and combat misinformation.

11. Confidentiality & Data Protection

- All health data, including immunisation records, will be handled in accordance with GDPR and relevant NHS / public health guidance. Access will be limited to those with legitimate need to know.
- Information will be stored securely.

12. Monitoring and Review

- This policy will be reviewed at least annually, or sooner if there are changes in government or NHS/public health guidance

13. Non-compliance

- The school does **not** have the legal power to force vaccinations. Vaccination remains the decision of the parent/carer.
- Non-vaccinated children will not be excluded from school unless there is a lawful public health requirement, as advised by public health authorities in outbreak situations.
- The school will ensure that non-vaccinated children are supported in terms of education and inclusion.

14. References

- UK Government: “Supporting Immunisation Programmes” guidance. [GOV.UK](#)
- Green Book, Chapter 11: UK Immunisation Schedule. [GOV.UK](#)