

# **Digital Immunisations**

# **School User Guide**

Version:	1.4
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Target audience:	All school users

#### Purpose

The School User area allows access to view returned consent forms for each vaccination programme and produce lists for their school immunisation sessions.

The process is divided into three areas:

- Returned Forms
- Immunisation Lists
- Print Immunisation Lists

Access to the school functionality is restricted to users assigned the 'School Users' role.

Before permissions to the system are applied. All users must first register to use the system and validate their email address.

#### Interface

The School Lists function is provided via the standard interface.

1. Open the "School Area" link.



2. Login to the system.

Home (	Contact Staff Area School Area
Log in. Use a local acc	count to log in.
Email	The email field is required.
Password	The password field is required.
	Log in

3. You will be presented with two distinct lists, on the left all consent forms that have been returned and on the right a list of pupils that are due immunisations.



## **Step 1 – Returned Forms**

Select the vaccination programme you want to view. Td/IPV & MenACWY, HPV, Covid or Flu

In each report a summary of the data that has been returned is shown at the top of the report.

Human Papilloma Virus (HPV) Consent Forms Returned Data refreshed: 02/03/2022 10:07								
School Year Group								
TEST SCHOOL ~		All Years ~	All Years ~					
		,						
Programme	Cohort	Consent Yes	Consent No	Total	Incomplete	% Compliance		
HPV	82	8	0	8	74	9.8 %		
Year Group	Year Group Last Name Dob Sex Consent Submit Date							
Year 10	213123	123123	02/Jan/2007	Female	Yes	02/Jun/2021		

This HPV summary shows the cohort of pupils in the Year Group that has been selected or in the above picture all year groups. The number of Yes consents returned (8), the number of No Consents (0) and the number that have yet to complete a consent form and are therefore incomplete (74).

TDIPV and MenACWY Consent Forms Returned								
School TEST SCHOOL	ichool Year Group TEST SCHOOL ~ All Years ~							
Programme	Cohort	Consent Yes	Consent No	Total	Incomplete	% Compliance		
MenACWY	66	62	2	64	2	97.0 %		
TDIPV	TDIPV 66 61 3 64 2 97.0 %							

This Td/IPV & MenACWY summary shows the cohort of pupils according to the Year group selected or All Years. This summary is divided down into the two immunisations TdIPV and MenACWY.

All consent forms for each given programme will be displayed whether they are a Yes or No Consent. No Consents are highlighted in orange

TDIPV and MenACWY Consent Forms Returned Data refreshed: 02/03/2022 10:09									
School			Year Group						
TEST SCHOO	CL	~	All Years ~						
Programme	Cohort	Consen	Yes Cor	isent No	Total	Incom	plete	% Compliance	
MenACWY	66	62	2		64	2	1	97.0 %	
TDIPV	66	61	3		64	2	1	97.0 %	
Year Group	Last Name	First Name	Dob	Sex	TDIPV Co	onsent	MenACWY Consen	t Submit Date	
Year 10	a	а	01/Jan/2007	Female	Yes		Yes	17/Jul/2020	
Year 10	Bear	Teddy	10/Mar/2007	Male	Yes		Yes	23/Feb/2021	
Year 10	Blogg	jOE	02/Sep/2006	Female	Yes		Yes	23/Feb/2021	
Year 10	bloggs	joe	24/Nov/2006	Male	Yes		No	04/Jan/2020	
Year 10	Bourne	Henry	10/Dec/2006	Male	Yes		Yes	06/Jan/2020	

All the reports show pupils in other year groups that have a valid consent form, irrespective of whether they have received their immunisation.

You can sort these views by clicking on the header name to change the order of the data you are viewing

	$\sim$	$\sim$	$\sim$	$\sim$	$\sim$	$\sim$	$\frown$
(	Year Group	Last Name	First Name	Dob	Sex	Consent	Submit Date
	Ner 10	Pale	0	94/Jan/99.01	Male	Vac	04/Con/2018
	Year 10	English	Jamie	01/Oct/2002	Male	Yes	04/Sep/2019
	Year 10	Jennings	Ed	12/Jul/2004	Male	Yes	09/Jul/2019
	Year 10	Li	karen	01/Jan/2006	Female	Yes	09/Jul/2019
	Year 10	Smith	Lily	05/Apr/2005	Female	Yes	09/Jul/2019

When searching for a particular consent form you can sort by the following column headings.

- Year Group
- Last Name
- First Name
- Date of Birth
- Sex
- Consent
- Submit date

#### **Step 2 – View Immunisation Lists**

The second step is to view the immunisation lists for your school. Go to "Immunisation List" for your chosen programme.

	Home	Contact	Staff Area	School Area		Hello, support@cinnamondigitalapplications.co.uk !	Log off
	School User Returned Fo Returned Fo Returned Fo	Area rms - HPV rms - Td/IP\ rms - Flu	/ & MenACWY		Immunisation List - HPV Immunisation List - Td/IPV & MenACWY		
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You will then be asked to choose which Year Group you would like to view by selecting from the drop-down list, you can select All Years.

Td/IPV an Data refreshed: 12	d MenACWY Imm /05/2021 11:22	unisation List			
TEST SCHOOL		~	All Years		
			Please choose		
Year Group	Last Name	First Name	All Years	Dob	Sex
Year 9	bental	jane	Nurserv	24/Nov/2007	Female
Year 9	Blogg	jOE	Reception	02/Sep/2006	Female
Year 9	Child	Test	Year 1	06/May/2005	Female
Year 9	contrary	mary	Year 2	10/Oct/2007	Female
Year 9	Holly	Claus	Year 3	01/Apr/2007	Female
Year 9	lorenzo	henry	Year 4	01/Jan/2007	Female
Year 9	Newton	Caitlin	Year 5	06/Dec/2007	Female
Year 9	smith	joe	Year 6	01/Jan/2006	Male
Year 9	Test	Carol	Year 7	04/Apr/2006	Female
Year 9	Test	Test	Voor 8	01/Jan/2007	Female

When viewing the Td/IPV & MenACWY list please be aware that it is not broken down into the individual immunisation they are due or both.

Human Papilloma Virus (HPV) Immunisation List Data refreshed: 17/06/2021 12:04								
TEST SCHOOL		~	All Years	v				
This list is only valid on the day it is run. The HPV Vaccination is a two dose programme. The second dose must be given after a set amount of time. This means the list may change each day. If you are using this report to help the immunisation team, please remember to refresh on the day of the session in school.								
Year Group	Last Name	First Nan	ne	Dob	Sex			
Year 8	Year 8 Test1 Test 01/Jan/2007 Female							
Year 8	Year 8 Test111 Test 01/Jan/2008 Female							
Year 9	213123	123123		02/Jan/2007	Female			

A list will then be displayed of all those pupils that are due their HPV Immunisation, have a valid consent and have not already been immunised. If not enough time has elapsed between their first and second dose **they will not appear on this list**.

This is also true for the Covid Immunisation List

## **Step 3 – Print Immunisation Lists**

To Print a List ready for the immunisation session

File – Print (Ctrl P)