



cinnamon digital applications

# Digital Immunisations

## School User Guide

Version:	1.4
Version Superseded:	
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Review date:	Ongoing. This is a live document that should be edited when the process changes.
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

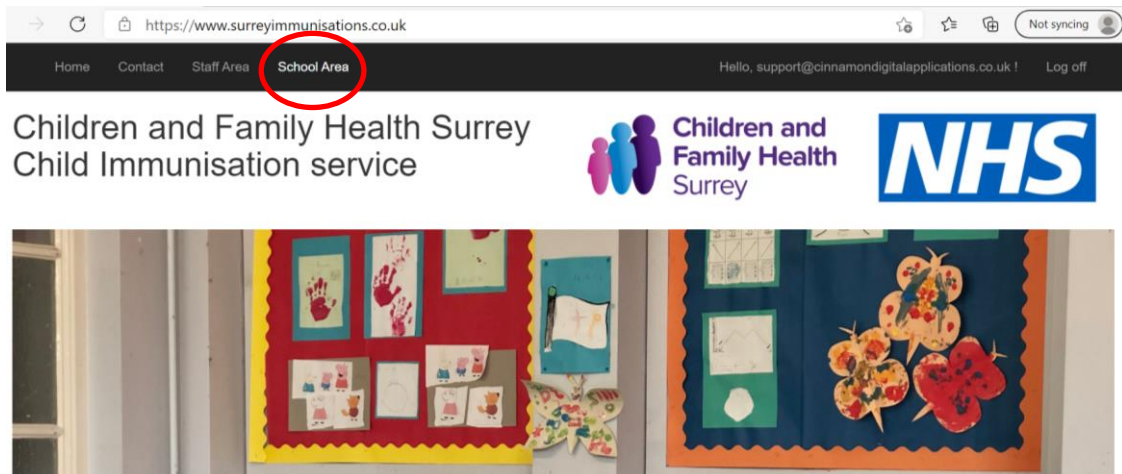
Access to the school functionality is restricted to users assigned the 'School Users' role.

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.

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.

School User Area	
Returned Forms - HPV	Immunisation List - HPV
Returned Forms - Td/IPV & MenACWY	Immunisation List - Td/IPV & MenACWY
Returned Forms - Flu	Immunisation List - Flu
Returned Forms - Covid-19	Immunisation List - Covid-19

## 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				
Programme	Cohort	Consent Yes	Consent No	Total	Incomplete	% Compliance
HPV	82	8	0	8	74	9.8 %
Year Group	Last Name	First 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						
Data refreshed: 02/03/2022 10:09						
School		Year Group				
TEST SCHOOL		All Years				
Programme	Cohort	Consent Yes	Consent No	Total	Incomplete	% Compliance
MenACWY	66	62	2	64	2	97.0 %
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:

Programme	Cohort	Consent Yes	Consent No	Total	Incomplete	% Compliance
MenACWY	66	62	2	64	2	97.0 %
TDIPV	66	61	3	64	2	97.0 %

Year Group	Last Name	First Name	Dob	Sex	TDIPV Consent	MenACWY Consent	Submit Date
Year 10	a	a	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

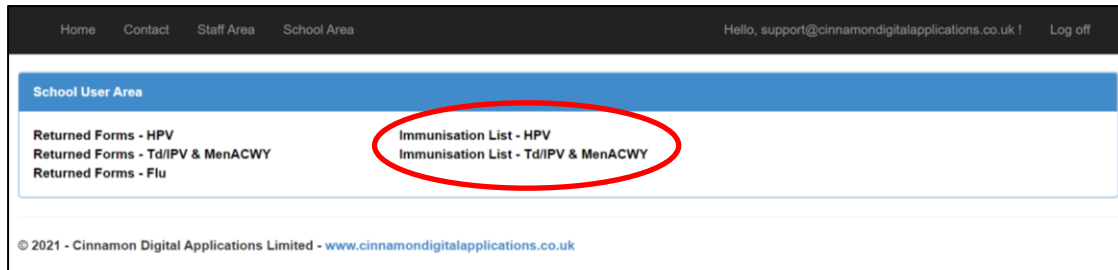
Year Group	Last Name	First Name	Dob	Sex	Consent	Submit Date
Year 10	Bear	Teddy	10/Mar/2007	Male	Yes	23/Feb/2021
Year 10	English	Jamie	01/Oct/2002	Male	Yes	04/Sep/2019
Year 10	Jennings	Ed	12/Jul/2004	Male	Yes	09/Jul/2019
Year 10	Li	karen	01/Jan/2006	Female	Yes	09/Jul/2019
Year 10	Smith	Lily	05/Apr/2005	Female	Yes	09/Jul/2019

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

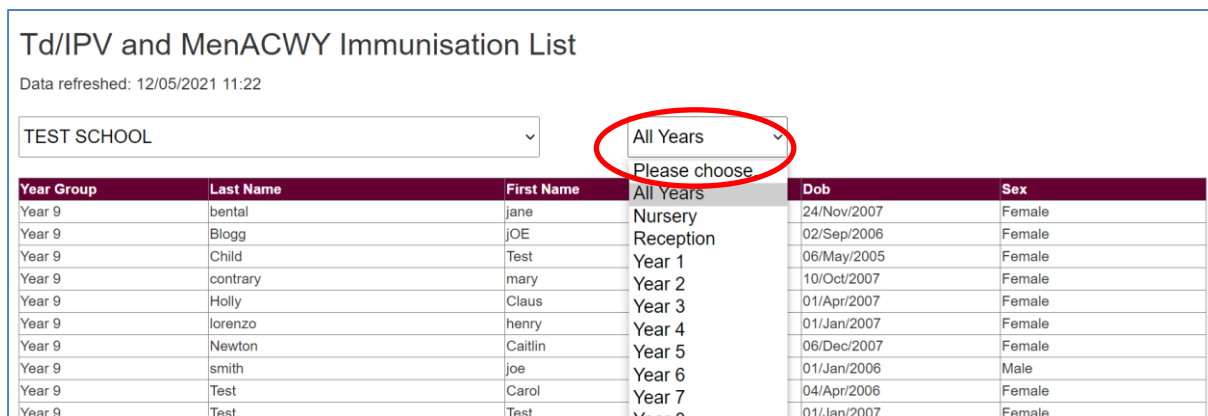
- Year Group
- Last Name
- First Name
- Date of Birth
- Sex
- Consent
- Submit date

## Step 2 – View Immunisation Lists

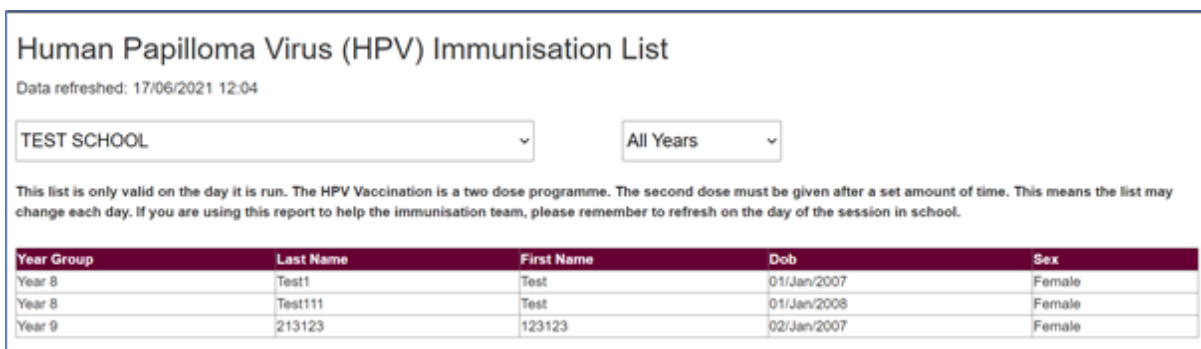
The second step is to view the immunisation lists for your school. Go to “Immunisation List” for your chosen programme.



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.



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.



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)