

Check list to support the implementation of 'off-site' and 'Drive-Through' Flu vaccine clinics

The list below incorporates the points to consider and address when designing and planning for an 'off-site' / 'drive-through' flu vaccine clinic.

- Conduct a risk assessment of the site –
 1. Is there good road and travel access to and from the site?
 2. Is there a traffic one way system in place at the site and if not could one be easily incorporated?
 3. Is there a separate entry and exit gate from the site onto the main road to assist with traffic flow?
 4. Is the road in good condition to withstand the volume of traffic anticipated for the clinic?
 5. If a drive-through model, is the site large enough so that patients can queue in their cars, enabling greater social distancing potential?
- What availability has been granted for the site for clinic use by the owner? Is it feasible to enable enough vaccinations to take place for the option to be viable?
- Liaise with local CQC inspector, informing them of your plans and ensuring no concerns raised or any concerns raised can be easily addressed.
- Liaise with public liability insurers and BDC to ensure there are no reasons why the proposed site could not be used.
- If not a drive through clinic consider ventilation both for COVID purposes and also good ventilation helps to reduce fainting as a result of vaccination/ needle phobia
- Consider logistics of maintaining the cold chain for flu vaccines. Validated cool boxes should be used to transport and store the vaccines for the clinics. Most validated cool boxes only allow up to 8 openings over 8 hours before the validation expires. Therefore, continual monitoring is recommended, along with record keeping and documentation of temperatures periodically throughout the clinic.
- Consider how to manage the clinic itself. One option is to use barcodes in open (unbooked) clinics whereby the patient attends following an invitation by the practice and brings their ticket with them along with their completed consent form; then following the clinic the tickets are scanned which adds the patient's NHS number to a list of vaccinated patients.
- Ensure that there is a designated area for patients to go if feeling unwell and that this area is manned with a member of staff to observe patient(s).
- Ensure that there is documentation prepared detailing responsibilities in the event of an emergency situation, e.g. anaphylaxis.

- Ensure there is emergency packs available at the site on the day of the clinic containing items such as adrenaline vials, needles, syringes, emergency algorithms, CPR masks etc
- Consider waste management - it may be necessary to seek permission to transport waste back to the surgery given the volume. It is relatively easy to get these licenses—see <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england>