

BMC Baby & Child Immunisation Admin SOP

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1.1	Megan Joscelyne	06/08/2021
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Contents

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Version Control.....**26**

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All documents will be saved in the Baby Admin folder on the BMC Shared drive; all letters are saved onto Emis.

There are also trays on the back desk to help file and organise forms.

Please add the folder to your own desktop also.

UK Immunisation Schedule

We follow the UK Immunisation Schedule when we book a Child in for their immunisations based on their age. This schedule shows what immunisations are to be given at which age.

Below I will insert a copy of the UK Immunisation Schedule; this will only show immunisations we give at the surgery...

There will also be a printed copy in the Baby Admin Folder

The routine immunisation schedule				from June 2020
Age due	Diseases protected against	Vaccine given and trade name		Usual site
Eight weeks old	Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b (Hib) and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	Meningococcal group B (MenB)	MenB	Bexsero	Left thigh
	Rotavirus gastroenteritis	Rotavirus	Rotarix	By mouth
Twelve weeks old	Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	Pneumococcal (13 serotypes)	Pneumococcal conjugate vaccine (PCV)	Prevenar 13	Thigh
	Rotavirus	Rotavirus	Rotarix	By mouth
Sixteen weeks old	Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	Infanrix hexa	Thigh
	MenB	MenB	Bexsero	Left thigh
One year old (on or after the child's first birthday)	Hib and MenC	Hib/MenC	Menitorix	Upper arm/thigh
	Pneumococcal	PCV booster	Prevenar 13	Upper arm/thigh
	Measles, mumps and rubella (German measles)	MMR	MMR VaxPRO ² or Priorix	Upper arm/thigh
	MenB	MenB booster	Bexsero	Left thigh
Eligible paediatric age groups ¹	Influenza (each year from September)	Live attenuated influenza vaccine LAIV ^{2,3}	Fluenz Tetra ^{2,3}	Both nostrils
Three years four months old or soon after	Diphtheria, tetanus, pertussis and polio	dTaP/IPV	Repevax or Boostrix-IPV	Upper arm
	Measles, mumps and rubella	MMR (check first dose given)	MMR VaxPRO ² or Priorix	Upper arm

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Primary Immunisations:

A new-born baby will require 3 sets of Primary Immunisations, 3 separate appointments will need to be booked.

1st Primary Immunisations- Given at 8 weeks old

2nd Primary Immunisations- Given at 12 weeks old (Must be 4 weeks after 1st Primary Immunisations)

3rd Primary Immunisations- Given at 16 weeks old (Must be 4 weeks after 2nd Primary Immunisations)

All Primary Immunisations have been highlighted in **RED**.

When a Child turns 1 year old they will be due for their next lot of Immunisations, they will receive 4 injections and they will all be given at 1 appointment. PLEASE ENSURE THE CHILD IS NOT BOOKED IN EARLY this must be any date after their 1st Birthday. Child Health will send them an invitation letter so Parents should contact the surgery to book in.

Immunisations given at 1 years old have been highlighted in **GREEN**.

Influenza Vaccine:

Each year a child aged 2-11 years will be eligible for the Influenza Vaccine (Nasal Flu Vaccine) this will be during the Autumn/Winter months, this will be a nasal spray not an injection.

Children above 3 years old will be offered this by the School Nurses so at the surgery we only offer this to 2-3 year olds, always check with one of the Nurses if you are unsure.

The Influenza vaccine will be highlighted in **BLUE**.

Pre-School Booster Immunisations:

When a Child reaches the age of 3 years and 4 months they will be due for their Pre-School Immunisations. This will consist of 2 injections being given at 1 appointment. Child Health will send them an invitation letter so Parents should contact the surgery to book in.

Pre-School Booster Immunisations have been highlighted in **PURPLE**.



UK Immunisation
Schedule.pdf

Here is a shortcut to the page:

New-born Baby Discharges:

When a registered patient of ours gives birth to a new baby the maternity hospital will notify us by sending through a discharge summary. They will send 2 discharge summaries (1 for Mother and 1 for baby)

When we receive the discharge summaries we need to complete the following steps...

6-8 Week Booking Form:

We complete this form as a way to keep a record of which new babies have recently been born as we can have several at once.

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6-8 Week Booking
Form.docx

Here is a shortcut to the document-

You can either complete online or print off and hand-write the form. These will need



6-8 Week Booking Form

Fill in Mother's Details

Mother's Name: Minnie Mouse	DOB: 01/01/1990	Emis: 12234
Baby's Name: Miss Baby Mouse	DOB: 17/06/2021	Emis:
Immunisation Booking		
6 Weeks @: 29/07/2021	8 Weeks @: 12/08/2021	
Mother and Baby 6 Week Check Appointment:		
Date: Thursday 29 th July	Time: 10.30am	GP: Dr Jones
1 st Primary Immunisations Appointment:		
Date: Wednesday 18 th August	Time: 09.55am	Clinician: Nursing Team

Fill in Baby's Details-
They will not yet have
a First Name so the
discharges will say
Miss/Master Baby...
Mother's surname.

They will not yet have
an Emis number so
leave this blank

Fill in the dates the
Baby will be 6 & 8
weeks old.

Fill in the
appointments for
Mother and Baby 6
Week Check & 1st
Primary Immunisations

Booking appointments for Mother and Baby 6 Week Check and 1st Primary Immunisations:

Mother and Baby 6 Week Check:

When a baby is 6 weeks old they will be required to have an appointment with the GP to have a health check, the Mother will also have a postnatal check herself. It is a good idea to book the appointments as soon as we have the discharge summary so we can ensure there is a slot available.

The health check will be a 40 minute appointment (20 minutes for Mum and 20 minutes for Baby) I usually book these as soon as possible so that we can ensure there is an appointment available.

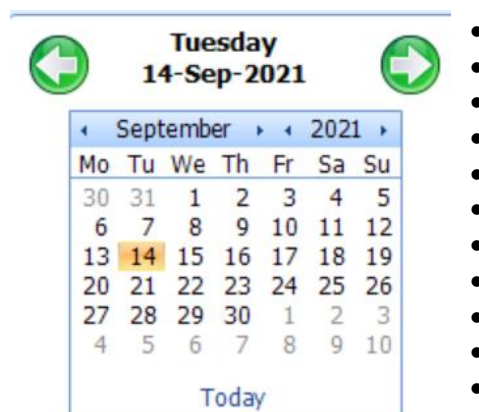
Firstly, I work out what date the baby will turn 6 weeks old- If this is a weekday I usually try to book this on that day, if it is a weekend I will try to book the following Monday. Worst case we can book the appointment a few days late.

On some occasions we will have more than 1 baby born on the same day, meaning they both turn 6 weeks old on the same day. We usually like to have only 1 Mother and Baby 6 Week Check booked in per day. In this instance, we would book one of the babies the day after.

Please ensure that the baby is registered before the appointment, I usually double check a week before.

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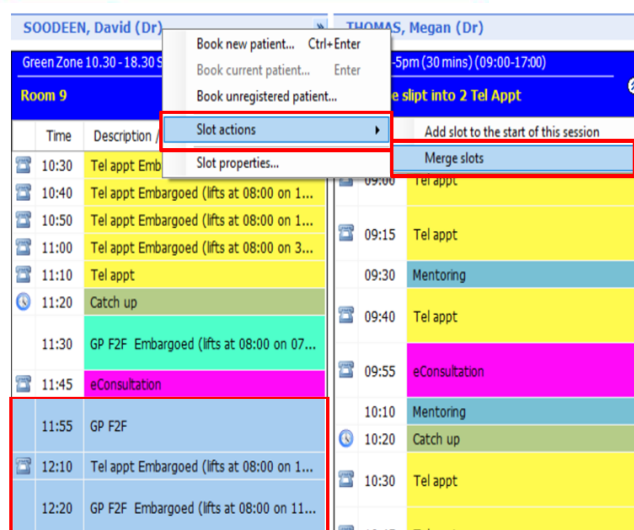
[Here is a step-by-step example of booking this appointment:](#)



Find the date on the calendar that the baby turns 6 weeks old.

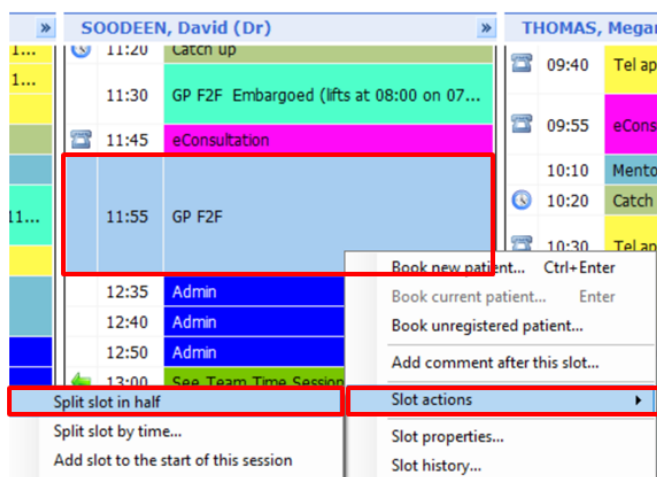
SOODEEN, David (Dr)	
Green Zone 10.30 - 18.30 Session (10:30-18:30)	
Room 9	
Time	Description / Patient Name
10:30	Tel appt Embargoed (lifts at 08:00 on 0...
10:40	Tel appt Embargoed (lifts at 08:00 on 1...
10:50	Tel appt Embargoed (lifts at 08:00 on 1...
11:00	Tel appt Embargoed (lifts at 08:00 on 3...
11:10	Tel appt
11:20	Catch up
11:30	GP F2F Embargoed (lifts at 08:00 on 07...
11:45	eConsultation
11:55	GP F2F
12:10	Tel appt Embargoed (lifts at 08:00 on 1...
12:20	GP F2F Embargoed (lifts at 08:00 on 14...

Look at the appointment book and see what GP's have availability, to make it easier you could look for 2 GP appointments with a tel call in between as the 3 appointments = 40mins

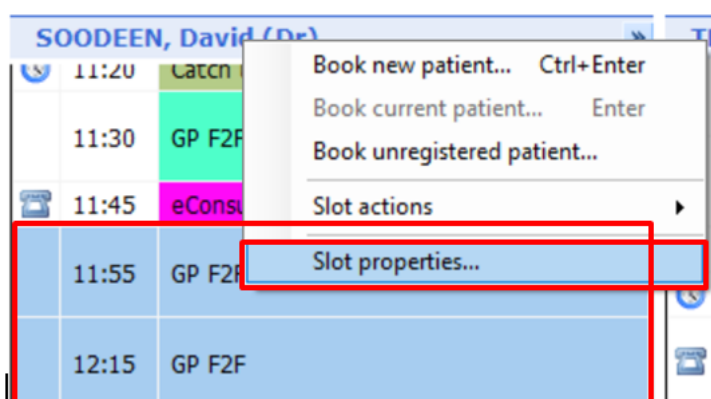


Select all 3 appointments and right click
Go to 'Slot actions'
And then go to 'Merge slots'

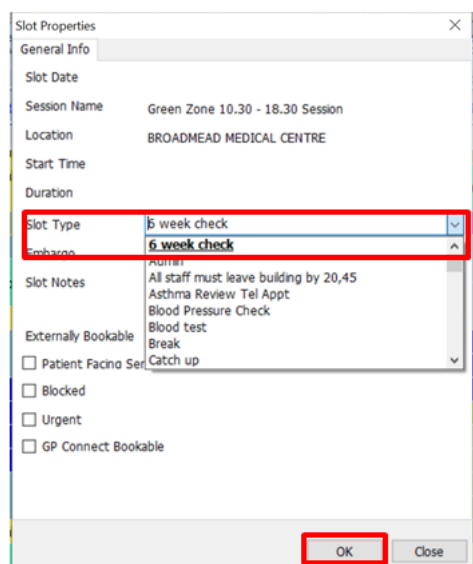
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The slot will merge into 1 long appointment.
Select the slot
Go to 'Slot actions'
Go to 'Split slot in half'



Select both slots
Right Click
Go to 'Slot properties'



Once you've clicked on 'Slot properties'
This box will appear
Go to 'Slot type'
Select '6 week check'
Then press 'Ok'

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Book the Mother into the 1st Slot
(Already registered patient)
Book the Baby into the 2nd Slot
(Not yet registered)

Select the 2nd Slot
Right Click
Go to 'Book unregistered patient'

Type the Baby's name in the
'Patient Name' box
Miss/Master Baby... (Mother's
surname)

Type '6 week baby check' in the
'Reason' box

Click 'Book'

A correct Mother and Baby 6
Week Check appointment will
appear like this

1st Primary Immunisations Appointment:

When a baby is 8 weeks old they will be due their 1st set of Primary Immunisations, again it is a good idea to book this in once we receive the discharge summary as our Child Immunisation clinics get quite booked up!

We hold our Child Immunisation clinic every Wednesday.

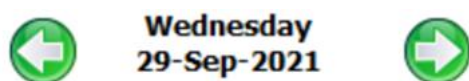
Firstly, work out what date the baby turns 8 weeks old- we then need to book them an appointment into the next clinic (even if this is a few days after they turn 8 weeks old) This cannot be booked in early!

For example, if a baby is 8 weeks old on a Thursday they cannot be booked into the clinic the day before and will need to be booked into the clinic the following week.

Please ensure that the baby is registered before the appointment, I usually double check a week before.

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[Here is a step-by-step example of booking this appointment:](#)



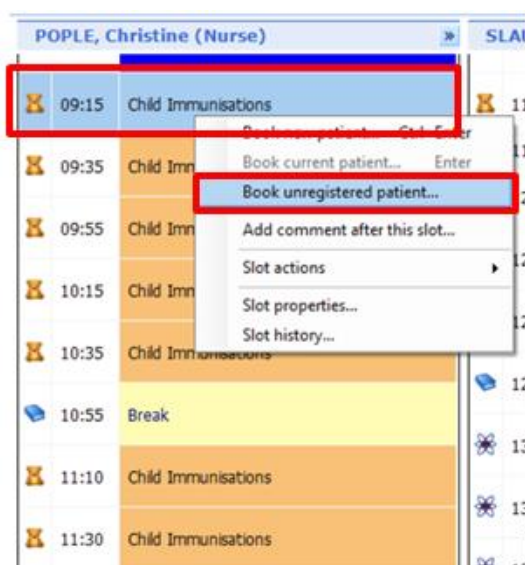
September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						

Find the date on the calendar when the baby turns 8 weeks old, then go the next Wednesday as that's the clinic they will be booked into

POPLE, Christine (Nurse)			»
	09:15	Child Immunisations	
	09:35	Child Immunisations	
	09:55	Child Immunisations	
	10:15	Child Immunisations	
	10:35	Child Immunisations	
	10:55	Break	
	11:10	Child Immunisations	
	11:30	Child Immunisations	

Find the Clinic on the appointment book, this clinic will be ran by 2 Nurses. They will both have the session on the appointment book. (One will be blocked out) Make sure you are booking into the clinic that's not blocked out.

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Select the first available appointment
Right click
Go to 'Book unregistered appointment'

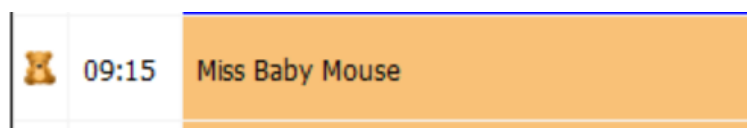
Once you have clicked 'Book unregistered patient' this box will come out

Type the Baby's name into the 'Patient Name' box

In the dropdown list select 'Child immunisations' in the 'Reason' box

Type the Mums emis number in the 'Booking notes'

Once you have completed these steps click 'Book'



A correct Mother and Child Immunisation appointment will appear like this

Sending Congratulations Letter to Parent/s

Once both appointments have been booked in, we then need to notify the Parent/s. We do this by sending them a Congratulations letter.

The letter is already saved on Emis; there are 2 templates one for new-born Baby Girls and one for new-born Baby Boys.

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Here is an example of the Congratulations Letter:



Broadmead Medical Centre
(Within Soth's) 49 Broadmead
Bristol, BS1 5EA
Tel: 0117 954 5825
Email: admin@broadmead.nhs.uk
PLEASE NOTE, WE NO LONGER RECEIVE INFORMATION VIA FAX MACHINE
www.broadmeadmedicalcentre.nhs.uk
30-Jul-2021

Miss Minnie Mouse
15 The Mousehole
Bedminster
Bristol
BS3 7DR

Dear Miss Mouse,

We were delighted to hear news of the safe arrival of your daughter and, on behalf of the Practice, wish to extend our congratulations and best wishes. I hope you are both doing well and enjoying family life.

I would like to invite both you and your daughter for your 6-8 weeks post-natal check with our doctor and list details of your appointment below. This is just to ensure that all is progressing well and an opportunity for you to discuss any concerns you may have. I have also listed your daughter's first immunisation appointment. Please note: all babies must be over the age of 8 weeks before any immunisations can be given. Please ensure that you bring your daughter's Red Health Book to each appointment.

Mother & Baby 6 Week Check
Date: Thursday 29th July
Times: 10.30am
Clinician: Dr Jones

1st Immunisation Appointment
Date: Wednesday 18th August
Time: 09.55am
Clinician: Nursing Team

Please find enclosed a registration form for your daughter. I would be most grateful if you would kindly complete and return in the enclosed Freepost envelope at your earliest convenience. If you have any queries or wish to speak to a member of our clinical team please do not hesitate to contact us. Our surgery hours are: Monday to Friday 8am – 6.30pm.

Due to the current COVID-19 situation if your daughter or any household member becomes unwell/self-isolating or is presenting any symptoms, please do not attend the surgery and contact us.

We look forward to seeing you both.

With kind regards,

Administration Team

Type in appointment details of Mother and Baby 6 Week Check and 1st Primary Immunisations- When you use the template in Emis this section will be blank



Managed by BrisDoc Healthcare Services Ltd
Registered Office: 10000 Tinsley Lane, 10 Tinsley Road, Bristol, BS1 5EA
Company No: 7700001



New-born baby pack to send to Parent/s

When a patient has had a new baby we always send out New-born packs as a way to instruct them how to register their new baby with the surgery and notify them of the 2 booked appointments.

The pack will contain...

- Congratulations Letter
- New-born Registration form
- Freepost envelope (For parents to return registration form)
- Child Immunisations information booklet
-



New Born

Registration Question

Here is a shortcut for the New-born Registration form-

New-born Registration forms- Print this form and attach a GSM1 form (Purple registration form) these will be in the medical records room. I will print off some forms ready and will leave them in the 'New-born registration tray' on the back desk.

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Freepost envelopes- I will leave some on the back desk in the tray, they will also be located in the stationery cupboard on Level 2

Child Immunisation Booklets- I will also leave some on the back desk, when we run out there will be a new box located at the back of the medical records room.

Once you have made up the pack, you will need to frank and post this to the Parent/s. Ensure when you frank this you weigh it and send 2nd Class (or 1st Class if the appointment is within 3 weeks)

Emails:

Each week we receive a series of emails; these are mainly from Child Health and occasionally from Parents. We get the same few emails weekly from Child Health called Failed to Attend List and Pre-School Imms Extract.

To locate the Baby Admin emails, log into adminbmc@nhs.net account and then go to the 'Baby Admin' folder, once you have replied to an email move this to the 'Baby Admin Actioned' folder.

Every week we will need to send a Weekly Reporting List to Child Health. Although we cannot predict what emails we are going to receive, I will provide examples below of the most common and how to respond to these.

Failed to Attend List and Pre-School Imms Extract

Every week we will be sent 2 emails from Child Health called 'Failed to Attend List' and 'Pre-School Imms Extract' they will each have an attached a list containing some of our registered children. We will need to print off each Child's Immunisation History and add an annotation to update them.

Annotations could include:

Has an appointment booked for Immunisations on... INSERT DATE

Have sent several letters to patients to book in, awaiting response

Immunisations will be due soon, will send parents an invitation letter (Ensure you post the letter)

Overdue Immunisations will send parents a reminder letter (Ensure you post the letter)

In order to check if a Child has an upcoming appointment always check the diary, this will also show when they are due immunisations and also if any immunisations are outstanding/overdue.

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[Here is an example of a Child's diary \(You can find the diary by clicking on this button in](#)

Planned Items

Date	Notes not Summarised	Information
04-Aug-2021	3 month Childhood Vaccinations Due	2nd 5-in-1/6-in-1, 1st Pneumococcal and 2nd Rot...
12-May-2022	12 month Childhood Vaccination Due	HB / Meningitis C Vaccination, 2nd Pneumococcal ...
12-Jun-2022	13 month Childhood Vaccination Due	MHR vaccination
12-Sep-2024	Pre-School Booster Due	DTaP/IPV booster due
12-Sep-2024	MHR Booster Due	2nd MMR (3-5 years) No record of 1st MMR in record
12-May-2034	dt/IPV Booster Due	Low Dose Diphtheria, Tetanus / Polo Booster (age ...
12-May-2035	Men ACWY Due	Meningococcal ACWY (age 14 - 18 y)
06-Jan-2110	Primary Care Group	Admin tag (DO NOT REMOVE)

Appointments

Date	Appointment - BROADHEAD MEDICAL CENTRE	POPLE, Christine (Nurse) at 04-Aug-2021 09:15 : ...	Child Immunisations
04-Aug-2021			

Here shows the dates immunisations are due- Here shows this Child will be due Immunisations on 4th August

A Child cannot have immunisations early- before the date stated on the diary

Here shows any upcoming appointments- This child is already booked in for immunisations

[Emis](#)

Once you have printed all Children's immunisation history and write annotations you will then need to scan this to your desktop so this can be attached to your reply email. Child Health Prefer for us to create a new email to be sent to them rather than reply to their email as they have several email accounts. All emails to Child Health must be sent to:

hil.bnsssg.swchis@nhs.net

[Here is a template you could use to reply to Failed to Attend/Pre-School Imms Extract email:](#)

To BNSSSG.SWCHIS (HEALTH INTELLIGENCE LTD) X

Cc

Subject Failed to Attend List

Attachments Failed to attend.docx (213 KB)

Good Afternoon,
As requested, please see attached Failed to Attend List for Broadhead.
Many Thanks, Chloe

Always sent to hil.bnsssg.swchis@nhs.net

This is already saved in the inbox so start typing 'Hil' and it will come up

Put Failed to Attend or Pre-School Imms extract in the subject (depends on the email you are sending)

Ensure you attach the document

Write a message similar to this and then send

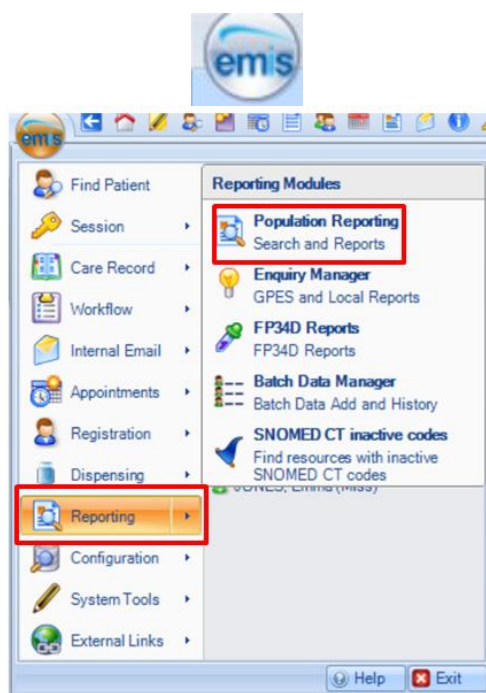
Send | **Discard** | Draft saved at 12:15

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Weekly Reporting

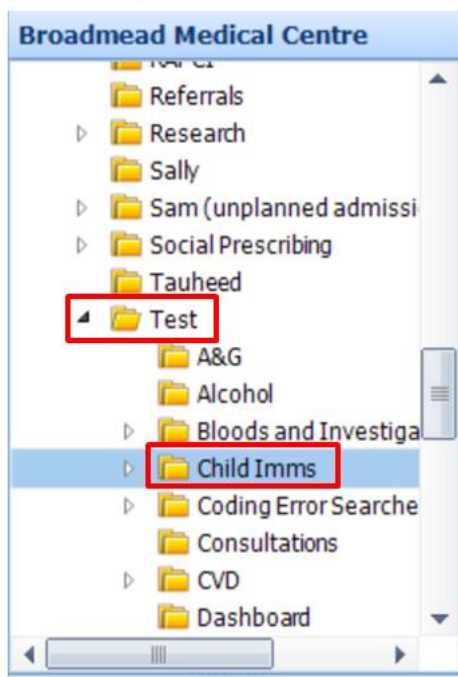
Once a week we need to email across a 'Weekly Reporting List' to Child Health, if we do not do this they will chase it up. In order to remember I do this every Wednesday all Baby Admin is done on the same day, I usually write a to-do list for each week.

Here is a step-by-step example on how to find this list



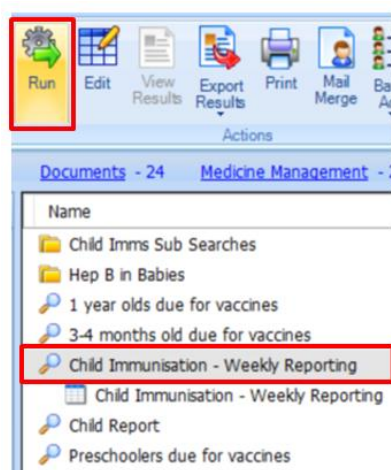
Go to the Emis Ball- This is located in the top left corner.

Then go to 'Reporting'
Then click 'Population Reporting'



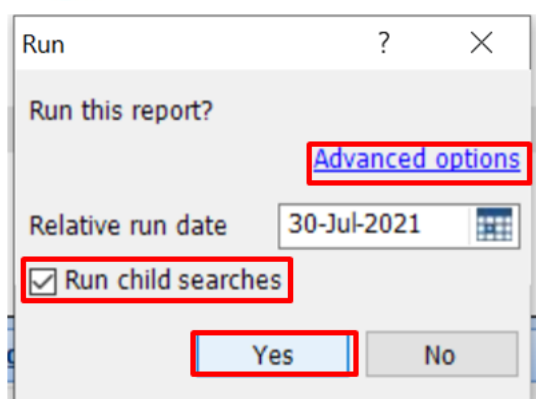
Then find the 'Test' Folder
Click on the folder and go to the 'Child Imms' folder

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Then find 'Weekly Reporting' there will be 2 of these, ensure you select the one with the magnifying glass next to it as shown.

Then click 'Run'



This box will appear

Go to 'Advanced options'

Tick the box that says 'Run child searched'

Then click 'Ok'



It will then say 'Queued' Wait until it has run and the date will appear



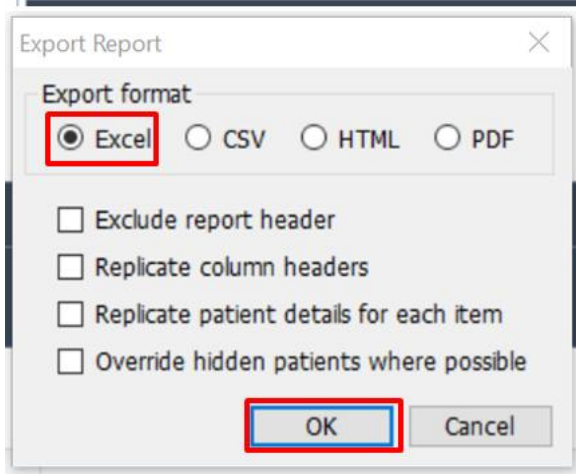
Once it is ready go to the other 'Weekly Reporting' and then go to 'View Results'

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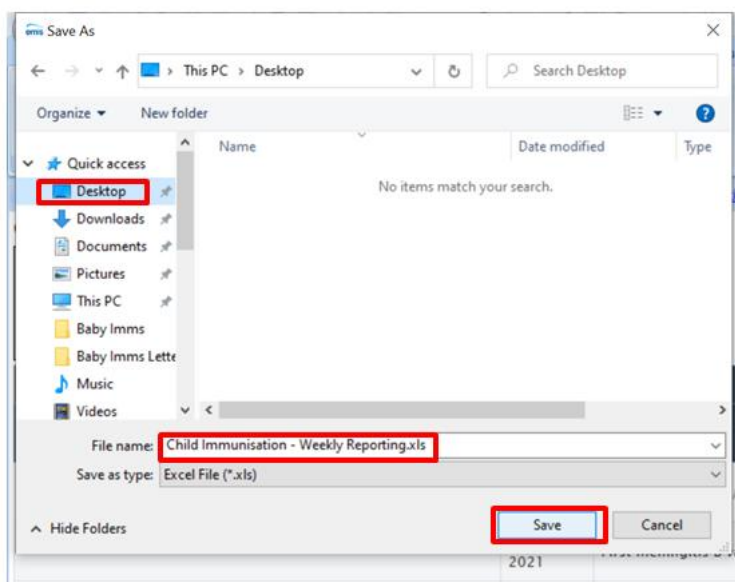
A new page will appear

Go to 'Export'



This box will appear
Go to 'Excel'

Then click 'Ok'



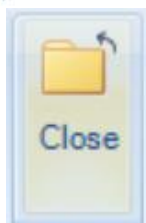
This box will appear to allow
you to save the list.

Save to desktop (or if you have
a specific folder)

File Name- Child Immunisation-
Weekly Reporting.

I save it to the same and replace
the list from the previous week.

Click 'Save'



Once you have saved the list
'Press Close'

Once you have saved the document you will need to attach this in an email to Child Health-
hil.bnsssg.swchis@nhs.net

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Emails from Parents with Immunisation History from abroad

If a Child has recently registered with the surgery from abroad they usually will not have any immunisation history. In this case, we will send the Parents a letter asking for their Child's immunisation history asking them to email this across to us.

When the email comes through, print off the Immunisation History and give this to the coding team (Teresa B) to code and add this to their medical record.

Letters:

We often need to send several letters to Parents regarding their Child/ren's immunisations. All letters are already added to the Emis library and can be accessed by everyone.

Here are some examples of letters we may need to send:

Congratulations Letter (Baby Girl and Baby Boy)

As previously mentioned, this letter will be sent when a patient gives birth to a new baby. This will be included in their New-born Baby pack.

Primary Immunisations Invite Letter

This can be sent to parents if their Child is overdue Primary Immunisations, we rarely send this as 1st Primary Immunisations are booked straight away and 2nd and 3rd are booked in the immunisations clinic by the Nursing Team.

1 Year Immunisations Invite Letter

This can be sent to parents when their Child is nearly due 1 year immunisations as a reminder that they need to arrange an appointment (I usually send this at 10/11 months)

Pre-School Booster Immunisations Invite Letter

This can be sent to parents when their Child is nearly due their Pre-School booster immunisations, these will be due when a Child is 3 years and 4 months old as a reminder that they need to arrange an appointment (I usually send this at 3years 2/3 months)

Decline Letter

This is a letter that we will not need to send as often, this is to be sent to Parents that have decided to decline for their Child to receive immunisations- this will need signing by Parents and returning to us (put a freepost envelope in the letter)

Requesting Immunisation History from abroad

We send this letter quite often when a family have recently registered at the surgery from abroad. Most Children will register with us with no immunisation history; we use this letter so they can provide us a copy so it can be added to their medical record.

Overdue Immunisation Reminder Letter

This letter sent quite often to Parents that's Children are overdue immunisations, some children are very overdue- I usually send one of these every few months.

If you need to find a letter template, ensure you search for them under these titles as Emis is very specific.

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- 1 Year Immunisations Invite Letter
- Baby Boy- Congratulations Letter- 6 Week Check appt and 1st Primary Imms.
- Baby Girl- Congratulations Letter- 6 Week Check appt and 1st Primary Imms.
- Blank BMC Letterhead
- Decline Letter- Child Immunisations
- Letter requesting Immunisation History from abroad
- Overdue Immunisation Reminder Letter
- Pre-School Booster Immunisations Invite letter
- Primary Immunisations Invite Letter

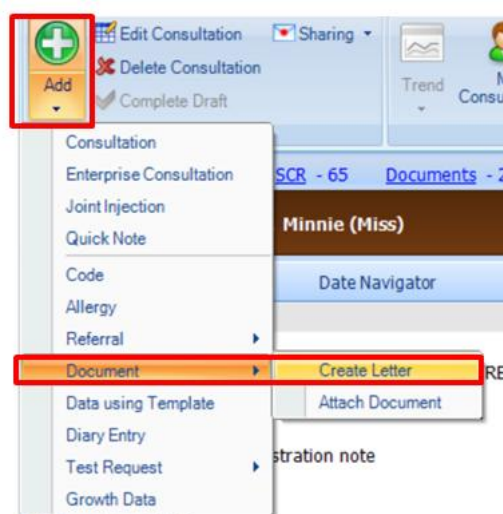
6 Week Check Forms

Once a GP has completed a 6 week check on a Newborn, they will complete a form (Usually yellow or pink) and will put this in the Baby Admin tray on the back desk. This will need to be posted to Child Health. Printed labels to put on envelopes are in the Baby Admin folder. If more need printing off these are located in the shared drive.

The address:

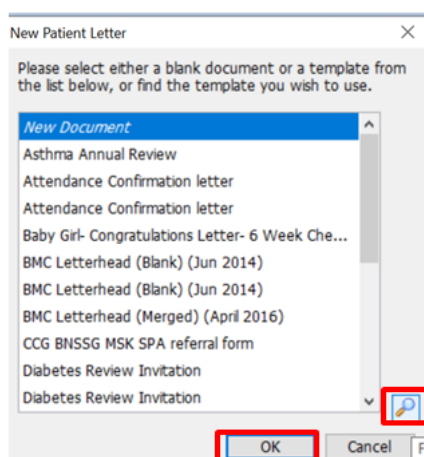
South Central & West CSU BNSSG
Child Health Records Department
Ground Floor Mallard Court
Express Park
Bristol Road
Bridgewater
Somerset
TA6 4RN

Here is a step-by-step example on how to create a letter to send to a Parent



Go to the Child's Record
Go to the Consultations screen
Go to 'Add' located in the top left corner
Go to 'Document'
Then select 'Create Letter'

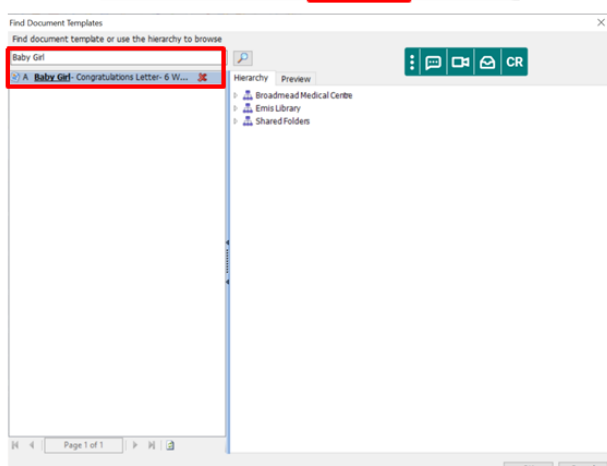
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This box will appear, a list of recently used letters will appear.

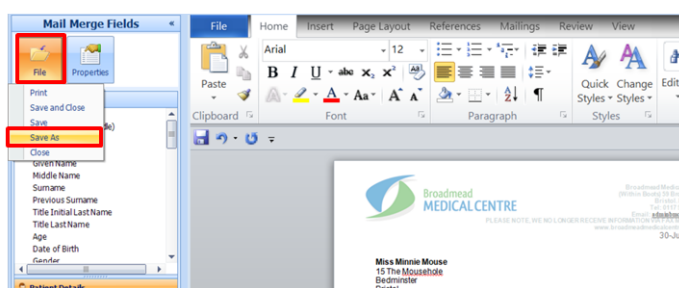
If the letter you want is there click on the letter and press 'OK'

If the letter is not there click the magnifying glass



If you need to find the letter, search for the letter name in the search box

The letter will appear, click on it and press 'Ok'



The chosen letter will appear, all patient details will automatically appear- you will not need to edit (unless it's the congratulations letter- you will need to type the appointments)

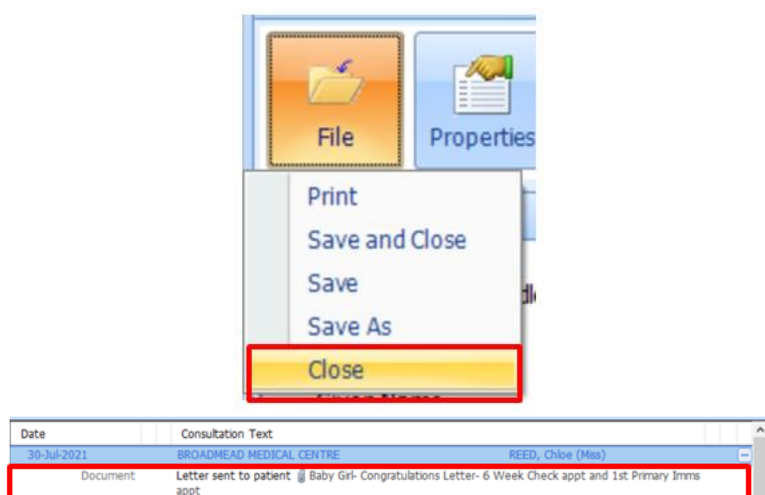
Go to 'File' and then select 'Save as'



This box will appear; the title of the document will automatically come up.

Click 'Ok' to save this to the medical records.

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Then Go to 'File' and then 'Close'

Go to the patients consultations and check the letter has been saved correctly to notes

It can then be posted.

Texting Immunisations Clinic

Every week I send out text reminders to Parents reminding them of their Child's upcoming immunisations appointment. I go to the next upcoming clinic and then text the Parents using the templates found on Accurx.

There are 2 different text messages we sent out, one for babies coming for their 1st Primary Immunisations as this explains to give Paracetamol before the appointment and the other text is to be sent for Children attending for all other immunisations.

Here is a step-by-step example on sending a reminder text to a Parent



Firstly find the patient and make sure to check which immunisations the Child is booked in for, if they are around 8 weeks old they will be coming for 1st Primary Immunisations. Check the diary to see what immunisations are due.



Go to Accurx and click the new SMS button

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Message Patient

MINNIE, Mouse Minola (Madame)

NHS No. Unknown 02-Dec-1940 (80y) Female

Consent given for communication by SMS text messaging (15-04-19)

minnie's number
07777555123

Template Pathway Florey

Click or type here to search templates

- No template
- Broadmead Medical Centre templates
- BP home monitoring choice
- Contraception Review Required
- Covid Vaccination
- Depression Recall
- Emergency Steroid Card
- EPS4
- First Antenatal Booking Appointment
- Get/Better MSK App
- Green Impact Inhalers
- IBS/Coeliac Forms for Dietitian
- Telephone Asthma Review
- Urgent Dental Access BDH
- Bowel Screening
- Bowel Screening
- Child Immunisations
 - 1st Primary Imms
 - All other Imms

Go to 'Template'
Then go down to 'Child Immunisations' and select the text message template you want.

Message text

Dear Madame Minnie,
This is a reminder for your Child's upcoming immunisation appointment on Wednesday **INSERT DATE** at **INSERT TIME** with the Nursing Team. Whilst at the appointment we will provide information on the vaccines and also what to expect after. During this time of COVID-19 we are asking if only 1 parent/carer attends due to infection prevention. When attending the surgery please wear a mask.
Many Thanks, Chloe
Broadmead Medical Centre

Send and save

The template will pop up, remove 'INSERT DATE' and 'INSERT TIME' and replace this with the date and time of their appointment

Once you have edited the text click 'Send and save' this will then add to the Child's records

Declining Immunisations

Occasionally Parents will decline their children receiving immunisations. In this instance we need to record this, I have created a spreadsheet that contains a list of Children whose parents have declined immunisations. The spreadsheet is saved in the 'Baby Admin Folder' on the Y Shared drive. I will also print off a copy and will file this in the folder.

We will need to send a letter to the Parent/s to sign that they consent their Child not receiving immunisations, this is already saved in the Emis library called 'Decline Letter- Child Immunisations'

Go to the 'Letters' section in this guide to see how to create this letter to be sent out.

Booking appointments for Children due Immunisations- Running searches

Booking appointments for Children's Immunisations

Sometimes Parents will call the surgery to ask to book their Child in for Immunisations, firstly you will need to make sure that they have due immunisations. This can be done by checking their diary as previously shown. Immunisations cannot be given early; each set will be due at a certain age.

Quite often receptionists will book Children into the immunisation clinic when they are not due any, this is usually due to Child Health sending out letters to Parents claiming they are overdue immunisations, they are usually behind so most of the time the Children have already been given the immunisations.

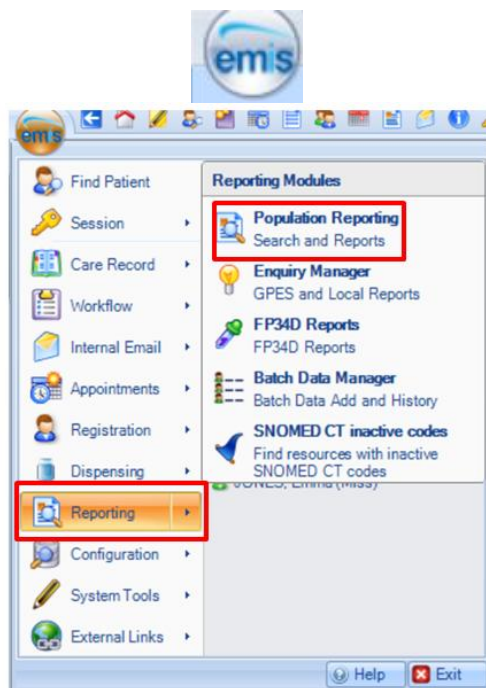
Running Searches

Similar to running the Weekly Reporting list, we can run other lists to determine which Children are overdue Immunisations. I print off the list and go through each Child trying to call them to book an appointment, if I am unable to get hold of the parents I will send them a 'Overdue Immunisations reminder letter' I usually run these lists once a month.

There will be 3 separate lists to run...

- 1 Years Old due for vaccines
- 3-4 Months Old due for vaccines
- Pre-Schoolers due for vaccines

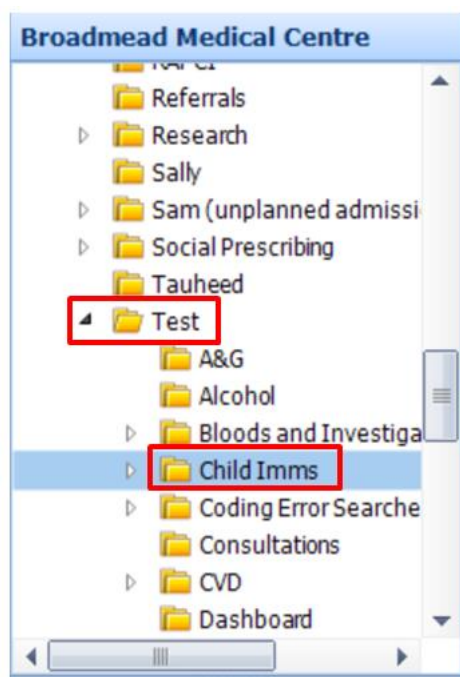
Here is a step-by-step example to Run Searches



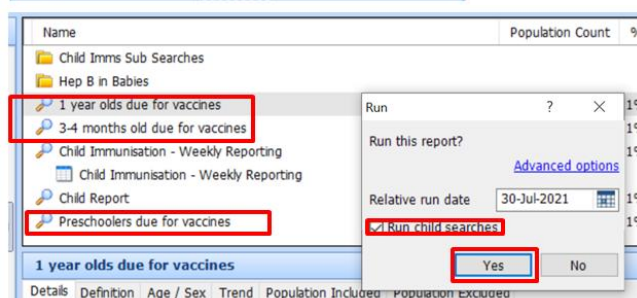
Go to the Emis Ball- This is located in the top left corner.

Then go to 'Reporting'
Then click 'Population Reporting'

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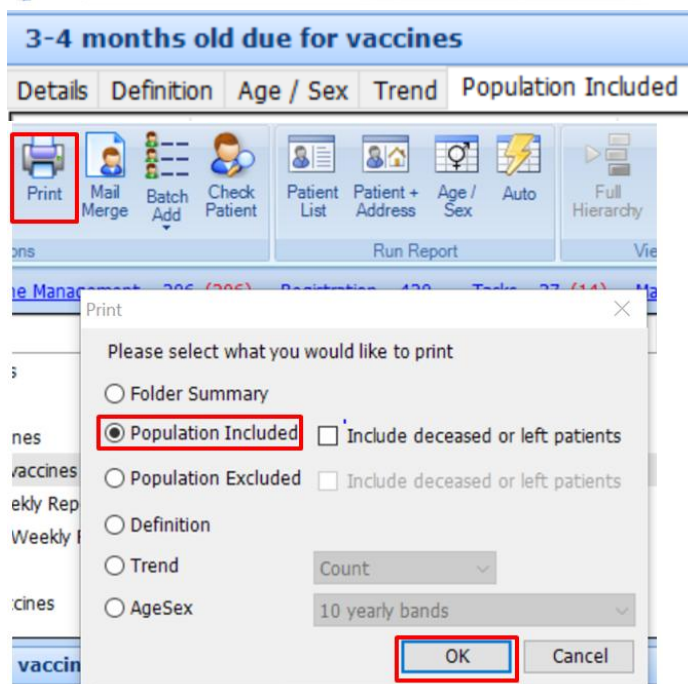


Then find the 'Test' Folder
Click on the folder and go to the 'Child Imms' folder



Select the list you would like to run..
There will be 3 separate lists
Press 'Run'

This box will appear click 'Advanced options'
Tick 'Run child searches'
Select 'Yes'



Once the list has Run, go to
Population Included

Go to 'Print'

Then tick 'Population Included'

Then click 'Ok'

The list will come up and it will ask
you to select the correct printer and
press 'Print'

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Information Packs for the Immunisations clinic

When a Baby/Child attends the Immunisation clinic we provide Parents with an Information Pack that shows what vaccinations their Child has been given, what to do after the immunisations and possible side effects to look out for.

When in the Immunisation clinic the Nurses will complete a template on Emis and a copy of the information pack will come out to print off. In case they need a copy of this I have attached the 3 documents needed.



Child Imms
Sheet.docx



What to expect after
imms leaflet.pdf



Men B Paracetamol
leaflet.pdf

Here is a shortcut of all 3 documents:

Clearing out Baby Admin Folder

Each month I go through the Baby Admin folder to check if anything can be taken out. If a Baby has attended their 6 week check and 1st Immunisations you can take out their booking form. Before you shred this please ensure that the Baby's discharge summary has been scanned to their notes.

New-born Registrations

When we send out a New-born baby pack to Parents it will contain a New-born registration form. They are usually brought into the surgery, reception staff will then place this in the 'Baby Reg forms' tray on the back desk. Each week you will need to check if there are any registrations that need putting on. If so, register the Baby onto Emis and ensure that you put the Parent/s emis numbers as a warning on the baby's record. Before registering I usually find the Baby's NHS Number by looking on the discharge as they will already be put on the Spine by the hospital.

All babies MUST be registered before they attend their 6 week check and 1st immunisations, on some occasions you will come across a baby booked in for an appointment in a few days that has not yet been registered. In this instance, find the NHS Number and then call the Mother and ask the details needed to register the baby. You can register them over the phone.

Once you have registered a baby you will need to book them into the unregistered appointments you booked when they were born for the 6 week check and 1st Immunisations.

Please also change their name and add their Emis number onto their booking form in the Baby Admin Folder.

There will be blank printed New-born registration forms in the Baby Admin Folder.

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Vaccine	Code
First Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B	Concept ID: 1082441000000108 Description ID: 2712591000000115
Second Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B	Concept ID: 1082451000000106 Description ID: 2712611000000111
Third Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B	Concept ID: 1082461000000109 Description ID: 2712631000000115
Fourth Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B	Concept ID: 313383003 Description ID: 5088726013
First Pneumococcal conjugated vaccine	Concept ID: 247631000000101 Description ID: 405281000000118
Second Pneumococcal conjugated vaccine	Concept ID: 247641000000105 Description ID: 405301000000117
Third Pneumococcal conjugated vaccine	Concept ID: 247651000000108 Description ID: 405321000000114
First MMR (measles mumps and rubella) vaccination given by other healthcare provider.	Concept ID: 1037251000000102 Description ID: 2617961000000113
Second MMR (measles mumps and rubella) vaccination given by other healthcare provider.	Concept ID: 1037271000000106 Description ID: 2618001000000111
First rotavirus given by other healthcare provider.	Concept ID: 1036721000000101 Description ID: 2616701000000114
Second rotavirus given by other healthcare provider.	Concept ID: 1036741000000108 Description ID: 2616741000000112
First human papillomavirus vacc given by other healthcare provider.	Concept ID: 1990841000006107 Description ID: 1990841000006111
Meningitis CAW & Y Given by other healthcare provider	Concept ID: 957751000000103 Description ID: 2441681000000114
DTaP Given by Other Healthcare Provider	Concept ID: 192931000006108 Description ID: 192931000006112

Administration of low dose diphtheria and inactivated poliomyelitis and tetanus vaccine

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Weekly Worklist	Monthly Worklist
• Complete all emails • Send Weekly Reporting • Send text reminders to next week's Immunisation clinic • Check if we have any new-born babies- If so, complete 6-8 Week booking form and post New-born pack • Send letters- DNA letters/ Invitation Letters • See if any new-born registrations need to be put on-update booking form in Baby Admin Folder	• Check/Clear out Baby Admin folder • Run searches and call/send letters to Parents to book Children overdue immunisations in. • Clear Baby admin actioned folder in inbox

Version Control

Date	Version	Author	Change Details
6/8/2021	1.0	Chloe Reed	Original
01/04/2025	1.1	Megan Joscelyne	Update to immunisation codes – page 25.