|  |  |
| --- | --- |
| **Meningitis Operational Lead Tick List**  |  |
| **Consumables*** Disposable trays
* Needles
* Vaccines
* Refreshments
* Black bags for rubbish
* Tiger strip bags for clinical waste
* Blood clean up kit
* Vomit clean up kit
* Vomit bowls
* Tissues
* Cotton wool/gauze
* Gloves
* Sharps bins
* Alcohol wipes
* Pens
* Plasters
* Hand gel
* Blue roll
* Adrenaline and anaphylaxis kit
* Resus mask
* Defib/AED
 | **Staffing*** First aiders
* Media relations
* Security to keep vaccines safe overnight
* Admin staff
* Student ambassadors
* Security
* Nurses
* Leads for sections 1,2,3
* Implementation lead
* PHE team onsite
* Comms
* Silver commander
* Estates team
* H&S team
* Cleaners
* Family Liaison Officer
* Spokes Person
* Large admin team

  |
| **Paperwork and processes*** Patient Group Directive (local)
* [Patient Specific Directive](https://www.surrey.ac.uk/sites/default/files/2018-06/patient-specific-directive-letter.docx)
* [Consent forms](https://www.surrey.ac.uk/sites/default/files/2018-06/men-b-consent-form-april-2017.pdf)
* Opt out forms
* [GP letter to provide information about vaccine](https://www.surrey.ac.uk/sites/default/files/2018-06/GP-CHIS-notification-letter.pdf)
* [Patient information leaflet](https://www.medicines.org.uk/emc/files/pil.5168.pdf)
* Consent to share/confidentiality clause for handling of personal and sensitive data
* [Translations](https://www.surrey.ac.uk/sites/default/files/2018-06/meningitis-B-vaccination-mandarin-translation.docx)
* Fridge monitoring charts
* [Policy and procedure for fridge alarms/vaccines](https://www.surrey.ac.uk/sites/default/files/2018-06/temperature-checking-for-vaccine-fridges.docx)
* Procedure for unwell student
* Briefing for nursing staff, security, ambassadors
* Vaccination station set up
* [Process and reporting for reactions](https://www.gov.uk/guidance/the-yellow-card-scheme-guidance-for-healthcare-professionals)
* Complaints process
* [Extenuating Circumstances policy](https://www.surrey.ac.uk/sites/default/files/2018-06/staff-and-student-FAQs-for-extenuating-circumstances.docx)
* FAQs and process to update daily
* Process to respond to new/urgent questions
 | **Other (continued)*** Venue
* Ordering capability/account to order
* Vaccination fridge, cold chain procurement, supply and management
* Hotline
* Tables, chairs
* First aid area
* Screening
* Staff rest area
* Stock area
* Translation for other languages
* Laptops
* Phone line
* Internet/data connection
* WiFi
* Wheelchair
* Handwashing facilities
* Timetable for eligible students
* Spreadsheet/list eligible students
* Green book
* Signs directing to venue
* Clock
* Signs advising no photos, eligibility, reporting of illness/allergies/pregnancy
* Queuing system/tape
* Meeting time and space for dynamic programme
* Tally chart
* Personal address system
* Fire testing facilities
* Bed area/blankets/pillows for first aid area
* Contact with GP
* Facility to transfer to A&E
* Parking for large numbers of staff
* Cost/charging code
 |