

# Identifying people eligible for vaccination and opportunistic vaccination

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Use every opportunity to identify eligible people. For example, during contacts in health and social care settings and in other settings such as schools, nurseries and prisons (see recommendation 1.2.9 for more details)

Once eligible people have been identified opportunistically

Healthcare professionals

Non-healthcare practitioners

Signpost people to vaccination services

If possible, discuss any outstanding vaccinations with them or their family members or carers (if appropriate) and offer vaccination immediately

Think about referring a child's parents or carers to the health visitor or school nurse, as age appropriate

Otherwise encourage them to book an appointment to discuss the vaccinations or an appointment for vaccination

## Recording offers and administration of vaccinations

When offering a vaccination, record whether it was accepted or declined or there was no response.

When administering a vaccine, record:

- details of consent to the vaccination (including if someone else has consented on the person's behalf, and that person's relationship to them)
- the dose, batch number, expiry date, vaccine name and product name
- the date, route and site of administration
- any reported adverse reactions
- whether the vaccine was administered under Patient Specific Directions or Patient Group Directions

### Update records

- Update clinical and patient-held records (including records held on behalf of children) at the time of the vaccination.
- If the patient-held record is not available, give the person a printed record of the vaccination and ensure that the patient-held record is updated at a subsequent healthcare appointment.
- Ensure that vaccinations are reported promptly (within 5 working days or in line with required standards if shorter) to GP practices and child health information services (CHIS), if relevant.
- Where commissioned locally, CHIS should send details of vaccinations administered outside of the GP practice to GP practices within 2 weeks or as specified in the CHIS contract if shorter.

## How to identify people eligible for vaccination

- Offer people (or their family members and carers, if appropriate) access to online systems or apps to allow them to view and check their NHS vaccination records (or those of their child or the person they care for).
- Use the NHS summary care record, or any other available vaccination records (including records held by the person), to opportunistically identify people who are eligible for vaccination.
- Providers should routinely use prompts and reminders from electronic medical records to opportunistically identify people who are eligible and due or overdue for vaccination.
- Unless a person has a documented (or reliable verbal) vaccine history, assume that they are not immunised, and plan a full course of immunisations (see [UK Health Security Agency's guidance on vaccination of individuals with uncertain or incomplete immunisation status](#)).