

30 August 2021

Lucy McDougall

**Via email:** lu.mcdoo@gmail.com



100 Heads Road, Private Bag 3003  
Whanganui 4540, New Zealand

Tena koe Lucy

**Official Information Act Request - OIA 13694 Second OIA Regarding COVID Vaccination Programme**

On 5 August 2021, under section 12 of the Official Information Act, you requested the following information from Whanganui District Health Board (WDHB):

Along with these other requests below recently sent that you have acknowledged, please also advise what the nature and scope of the risk assessments, required under the Health and Safety in Work Act 2015 has the WDHB done as the PCBU for the vaccine roll out in schools?

I request the information as soon as is reasonably practical as per the law, rather than waiting until 20 days, bearing in mind the first school I understand, is Ruapehu College on the 10th of August.

1. When are the Whanganui schools now getting vaccinated? Please provide the scheduled dates.
2. Does the DHB know why parents at Girls College are being notified they will only be given 3 days notice as per a letter they were sent from their Principal today. Is this a DHB strategy for all schools to keep parents wondering or only this particular school? Any communication to WGC from the DHB on this is requested.
3. Why is the WDHB not going with the MOH recommendations to not jump the queue considering they are low risk when as Mark Dawson mentioned the MOH have asked DHBs to delay the roll out until nearer the end of the year. This is especially concerning as the evidence from overseas clearly shows the risks with the vaccine outweigh the risks associated with the virus, for this age group.
4. Please also provide as another OIA request the full extent of the informed consent process the WDHB are using for both adults, and school children related to this vaccine rollout.

Please provide the responses to these OIA requests, as soon as is reasonably practical to do so, even if they are done at different times as some will most probably take longer to process; and as our request pertains to a matter of urgency due to this imminent roll out of these experimental injections to the schools' students, so we would appreciate this request be processed asap.

**Whanganui District Health Boards response:**

**Please advise what the nature and scope of the risk assessments, required under the Health and Safety in Work Act 2015 has the WDHB done as the PCBU for the vaccine roll out in schools?**

Please see following attachments:

- Site Checklist for Whanganui DHB School COVID-19 Vaccination Programme
- Vaccination Centre Location Checklist

Chief Executive | Phone 06 348 3140

- 1. When are the Whanganui schools now getting vaccinated? Please provide the scheduled dates.**

This has been answered in OIA response 13678.

- 2. Does the DHB know why parents at Girls College are being notified they will only be given 3 days notice as per a letter they were sent from their Principal today. Is this a DHB strategy for all schools to keep parents wondering or only this particular school? Any communication to WGC from the DHB on this is requested.**

This has been answered in OIA response 13678.

- 3. Why is the WDHB not going with the MOH recommendations to not jump the queue considering they are low risk when as Mark Dawson mentioned the MOH have asked DHBs to delay the roll out until nearer the end of the year. This is especially concerning as the evidence from overseas clearly shows the risks with the vaccine outweigh the risks associated with the virus, for this age group.**

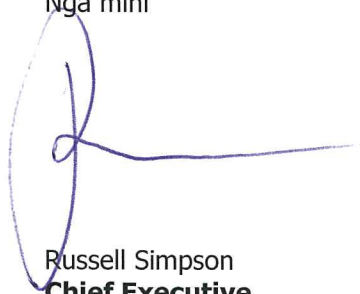
This has been answered in OIA response 13678.

- 4. Please provide the full extent of the informed consent process the WDHB are using for both adults, and school children related to this vaccine rollout.**


This has been answered in OIA response 13678

Should you have any further queries about the above information, please contact our OIA co-ordinator Anne Phoenix at [anne.phoenix@wdhb.org.nz](mailto:anne.phoenix@wdhb.org.nz)

Ngā mihi

A handwritten signature in blue ink, consisting of a large loop on the left and a long horizontal line extending to the right.

Russell Simpson  
Chief Executive

 <p><b>WHANGANUI</b> DISTRICT HEALTH BOARD <i>Te Poari Hauora o Whanganui</i></p>	<p>Site checklist for Whanganui DHB school COVID-19 Vaccination Programme</p> <p>Adapted from Operating Guidelines for DHBs &amp; Providers - COVID-19 Vaccine Immunisation Programme, Ministry of Health</p>
<p><b>Venue</b></p>	
<p><b>Date</b></p>	
<p><b>Site checklist completed by</b></p>	<p>Bruce Jones</p>

The following list provides an overview of the minimum requirements that you need to consider and have in place to safely and efficiently deliver COVID-19 vaccinations at secondary schools in the Whanganui DHB region.

As a general principle, the site and staff should be prepared and adhere to standard operating policies and standards, including clinical governance and health and safety, that are expected in a clinical environment to ensure staff and consumer safety.

Physical site	Yes / No	Comments
<p>Adequate space and associated capacity for registration, vaccination (including drawing up and administering) and post vaccination observation area</p>		
<p>Appropriate cold chain provisions that are applicable for the site, including having:</p> <ul style="list-style-type: none"> <li>• An appropriate individual to receive the vaccine</li> <li>• Appropriate refrigerators and opaque containers to store material</li> </ul>		
<p>Equipment that is not provided in the consumable pack, including:</p> <ul style="list-style-type: none"> <li>• kidney dish</li> <li>• PPE</li> </ul>		
<p>Appropriate signage to identify as vaccination site for consumers and associated consumer collateral including:</p> <ul style="list-style-type: none"> <li>• Getting your COVID-19 Vaccine: What to Expect</li> <li>• Consent form</li> <li>• After Your Immunisation</li> <li>• Vaccination receipt and second appointment card</li> <li>• Privacy statement</li> <li>• COVID-19 vaccination campaign posters/banners/flags</li> <li>• Hard-copy form to collect household contacts</li> </ul>		

Facilities and processes in place to safely dispose of unused, damaged or empty vaccine vials (e.g. Interwaste vial disposal bin ordered)		
Appropriate protocols in place to safely manage waste		
Ability to maintain the room temperatures between 19-30°C		
Appropriate security provision to ensure vaccinator and consumer safety that is applicable and appropriate to the site context.		<ul style="list-style-type: none"> <li>▪ A security officer will be present at each school venue – pending approval from the relevant school principle</li> <li>▪ Enhanced anti-vaccine protest training is delivered to site leads</li> <li>▪ All staff made aware of emergency procedures</li> <li>▪ Police liaison are made aware of any school clinics that present a higher risk.</li> </ul>
Completed site risk assessment		
Appropriate emergency medication and equipment and protocol to respond to three possible medical emergencies associated with the vaccination (fainting, hyperventilation and anaphylaxis), as per IMAC guidelines and standard vaccination site protocol		
<b>Information Technology</b>	<b>Yes / No</b>	<b>Comments</b>
Sufficient tablets, laptops or desktop to access and operate CIR and complete inventory reporting requirements		
High speed wireless or 4G coverage		
Hard-copy consent forms with CIR data fields on the reverse and associated secure storage in case of system disruption		
Booking mechanism to support scheduling (A national solution is being developed)		
Screen to display IMAC video (if applicable)		
<b>Workforce</b>	<b>Yes / No</b>	<b>Comments</b>
Staffing levels are appropriate for delivering the scheduled vaccination volume. At a minimum the following functions need to be allocated: <ul style="list-style-type: none"> <li>• Consumer welcome</li> <li>• Preparation and administration of doses, including obtaining informed consent (these could be separate roles)</li> <li>• Event recording in CIR by a CIR-trained person</li> <li>• After-immunisation observation</li> </ul>		

Staff have completed relevant training and accreditations, including cold chain and vaccine accreditation and training, adverse event accreditation and training, and CIR training.		
All staff on site are appropriately briefed on the site protocol including the Operational Guidelines and are clear on their respective roles and responsibilities for the shift		
<b>Vaccination event</b>	<b>Yes / No</b>	<b>Comments</b>
Procedures for identifying vaccine recipients		
Standardised screening process for contraindications, receipt of previous dose of COVID-19 vaccine or other vaccines, and COVID-19 symptoms		
Ability to monitor, manage and report adverse events following immunisation, including anaphylaxis		
Incident management procedures are in place and staff know how to report any clinical incident		
<b>Other considerations</b>		
If you are working in MIQ or other location that may require additional infection prevention controls, please adhere to the standard SOPs and associated protocols, including physical distancing requirements		
If there is change in Alert Level, please adhere to the relevant PPE SOPs and associated protocol required to operate under the Alert Level, including physical distancing requirements		
If you are operating a drive-in facility, please have an appropriate Traffic Management plan in place		

Vaccination Centre location checklist – ensure you know or have checked the following
Name of venue liaison person. If they are not going to be there throughout the clinic times, please make sure you have their contact details
Check with venue liaison person for any known hazards and if there is a hazard register
If it is a shared venue with other organisations (volunteer or professional) check to see if there are any shared areas or spaces
That there is a secure area for staff personal possessions
That all staff know the exact address of venue in case they need to call emergency services
That all staff know the location of the nearest medical centre and police station
Location of emergency exits and evacuation assembly point
Location of fire alarms, fire extinguishers, and evacuation plans
Mobile phone coverage especially if rural location
Location of main electrical switchboard and how to reset power trip switch
Location of gas shut off valve
If building is alarmed, that you know how to activate and deactivate these if required
<p>Car-parking</p> <ul style="list-style-type: none"> <li>▪ Clear access for emergency services</li> <li>▪ Clear entry and exit points</li> </ul>
<p>Venue essentials are in working order on arrival and exit</p> <ul style="list-style-type: none"> <li>▪ Electricity – lights, power points, appliances</li> <li>▪ Heating/cooling system</li> <li>▪ Water</li> <li>▪ Toilets</li> </ul>