26th March 2021



Dear Fellow GPNs,

**Record Keeping in Childhood Immunisation Clinics**

It has recently come to our attention that some of the current processes of recording childhood immunisations are contrary to the PGD.

We know established custom and practice to be safe, effective and efficient to the benefit of all concerned but which, on closer examination, has proven not to be within the strict interpretation of the regulations.

As there is no likelihood of the regulations being changed to allow the current state of affairs to continue, we have no choice but to advise of these facts no matter how much we might regret them and in the full knowledge that there will be no improvement in care as a result of the necessary changes.

PGD guidance states

**No part of the supply/administration of a medicine under a PGD can be delegated and this includes record keeping. Therefore, the registered healthcare professional working under the PGD must also make the records – this cannot be delegated to another person.**

Current processes that must not continue

* The use of an administrator to record childhood immunisations (via their own login or the nurses’ login) while a nurse administers them.
* Two nurses working together and only one of the nurses recording the vaccines on Emis under just one login (and red book).

What you need to do

* If you are the only nurse you must consent, prepare the vaccine(s), administer and document for each child.
* If you work with another nurse, you must each consent for the vaccines you will be administering, prepare, administer and document on Emis under your own login (and red book).

Notes should be made **contemporaneously**. This is defined as an accurate **record**, made at the time, or as soon after the event as practicable.

You should not wait and record the vaccines after the clinic as this can lead to errors.

You may need to bring a laptop into the room you are vaccinating in to allow you both to record at the same time (under your own logins). Or you may have to return to your own room to access a PC to record the vaccines.

Unfortunately, this will increase the time it takes to see each child e.g 5-10 mins.

We are aware this will impact on your workload and have made CHIS and PHE aware.

A letter has gone out to your Partners and Practice Managers from the CCG outlining the changes which must be made to current practices.

Any further questions please contact me.

Kind regards

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**Paula Messenger**

**Nurse Advisor Somerset LMC/STH/SGPET**