

**Corporate Health 4 Life**

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# FLU VACCINATION WORKPLACE GUIDE



**Work safe Vaccinations  
Protecting Employees and  
their Family**

[Www.corporatehealth4life.com.au](http://www.corporatehealth4life.com.au)

## INTRODUCTION

Corporate Health 4 Life recognizes that corporate companies are extremely focused on the health and safety of all their Team Members to ensure they maintain optimum health.

We highly believe that Health Promotion in the workplace is vital as organisations continue to see that their employees are their greatest asset for the future.

We are committed to improve the Health and Wellbeing of working people. We believe in the latest research and medical advances. We are highly focused on results and creating positive outcomes. We create a supportive environment and we make you part of our team.

We strongly advise companies to invest in Health & Wellness Programmes to increase productivity, create a profitable organisation and most of all workplace wellness which includes improved morale and employee retention.

Corporate Health 4 Life is committed in engaging with companies whom engage in corporate values and meet high standards of capability, performance, quality, OH&S, risk and environmental engagement.

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**This administration guide is designed for the use by staff members whom are coordinating the Flu Vaccination Program in the Work Place. It will allow you to:**

- **Promote the Flu Vaccination Program in the work place**
- **What is involved prior to the day and on the day**
- **What is involved in the booking process**
- **Provide relevant answers to the staff.**

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## **Benefits to the staff and organisation**

### **Benefits to the staff**

- ◆ **Reduce employee risk of contracting the influenza virus and related absenteeism**
- ◆ **Maintain optimum staff productivity and performance by protecting the level of staff and their capacity to work**
- ◆ **Reduce the risk of influenza transmission in the workplace and the broader community**
- ◆ **Improve and increase staff morale**
- ◆ **We deliver a program of events to support their health needs**
- ◆ **Challenges staff to take responsibility of their health**
- ◆ **Identifies health, productivity and work satisfaction**
- ◆ **Provides a support network to allow the individual to meet their health goals**
- ◆ **Provide information about the influenza and the vaccination to staff members**

### **Benefits to the organisation**

- ◆ **Increase motivation and retention by expressing to staff the importance of health and wellbeing in the workplace**
- ◆ **Encourage staff to take control of their health which will improve overall productivity and work satisfaction**
- ◆ **Identifies staff risk areas**
- ◆ **Allows your company to be considered as an 'employer of choice' as you take pride in workplace health and well being**
- ◆ **Demonstrate the value it places on staff's health and wellbeing**
- ◆ **Implement a cost effective program that protects the workplace**

# What's Involved?

**We run an effective Influenza immunization program by:**

- ◆ **Educating employees about flu dangers and benefits of vaccination**
- ◆ **Inform about up-coming vaccination days**
- ◆ **Vaccinate as many employees as possible**
- ◆ **Administer the influenza vaccinations at the sites as nominated**
- ◆ **Follow the National Health and Medical Research Council (NHMRC) guidelines**
- ◆ **Provide qualified Vaccination Nurses**
- ◆ **Be equipped with medical supplies and expertise to manage instances of adverse events/anaphylaxis**
- ◆ **Provide refrigerated storage and transport of the vaccine to ensure the quality and effectiveness of the vaccine**
- ◆ **Provide all medical supplies required to administer the influenza vaccinations**
- ◆ **Provide the safe storage containers, and to dispose of all waste generated by administering the vaccinations from all sites**
- ◆ **Manage and provide on-line and off-line registration processes and procedures**
- ◆ **Provide effective promotion methods, FAQ's and incentives**
- ◆ **Maximise safety of vaccination program**
- ◆ **Manage the privacy and confidentiality of staff medical information and maintain quality records**
- ◆ **Provide an attendance and incidence company report**
- ◆ **Have appropriate public liability and professional indemnity insurances**



In order for your workplace to provide a worthwhile vaccination program, it is critical to run an effective information campaign to promote the benefits of flu vaccination to your staff. We do this by providing Promotional material to promote vaccination clinics. It allows time to promote the program, it provides communication about the vaccinations by discussing the program freely and enthusiastically with the staff.

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Each site is given a promotional pack at no extra cost which includes a variety of:



- ◆ Fun, eye-catching hanging mobiles
- ◆ Educational Posters
- ◆ Educational pamphlets
- ◆ Product Information about the vaccine
- ◆ Banners
- ◆ Clinical evidence as why to vaccinate
- ◆ Flu quiz pads (Assess your flu risk now)



Each staff member receives the following on the day of vaccination



- ◆ A flu vaccination shot
- ◆ A Winter Wellness Booklet
- ◆ A pamphlet on Common Colds
- ◆ Professional advice and support
- ◆ A small gift

## BOOKING PROCESS

**Bookings are arranged by firstly liaising with the site contact person.**

- ◆ **A time is then scheduled and the individual site has a choice of booking their staff on the website via the online booking system (very user friendly) or to have a paper based alternative, whereby, a list is generated and emailed to me with staff contact details.**
- ◆ **The Booking system is at no extra cost, each staff member can log on via a secured password.**
- ◆ **Online booking is excellent for large groups who need to book into selected time slots. These time slots can be negotiated with the site contact.**
- ◆ **We are very flexible in organising suitable onsite times.**
- ◆ **It is than managed between myself and the site contact via phone and email.**
- ◆ **The booking system and our online website will allow employees to access our Influenza Q&A as well as information about the vaccination program.**
- ◆ **To ensure that all employees are prepared for the vaccination day, we encourage them to read all vital information that is supplied before booking in. This helps prevent any confusion on the day.**
- ◆ **The qualified nurses are more than happy to answer any questions on the day.**

## QUALIFIED NURSE IMMUNISERS

- ◆ **Corporate Health 4 Life will provide up to 2 Registered Nurse Immunisation Practitioners per site both metropolitan and regional depending on job size as per list of sites. More than one site can be completed in a day depending on job size and travel for Flu Vaccinations.**
- ◆ **An Accredited Registered Nurse Immunisation Practitioner is present at each site for vaccination. They all wear valid ID at all times and carry their registration.**
- ◆ **A First Aid kit is carried by all Nurses, it includes Adrenaline incase of an anaphylaxis reaction, whereby the nurse follows protocols and calls 000 for assistance.**

## CONSENT PROCESS

- ◆ **Consent forms are supplied by Corporate Health 4 Life and cover the basic questions that need to be answered for vaccination.**
- ◆ **All staff wishing to participate in the fluvax program must sign a consent form and be able to read English so they can provide informed consent.**
- ◆ **The consent forms can be downloaded from either the online booking system or website whereby each individual should print a copy prior to their vaccination, and must read the contraindications of the flu vaccine as listed on the forms.**
- ◆ **Additional consent forms will be supplied on the day for walk-ins.**
- ◆ **All consent forms at the end of each session are collected by the Nurse Immuniser and returned to Corporate Health 4 Life for filling and to generate reports.**
- ◆ **All information is kept in a locked cupboard marked confidential**

## BOOKING A ROOM

- ◆ **We request a room preferably without a large window to be allocated for privacy while the fluvax program is being conducted. This is because many people are reluctant to receive a vaccination while someone else is in the room and they may have to remove their upper clothing for access to the upper arm.**
- ◆ **The importance of a well set up vaccination rooms allows staff to communicate with the nurse in a confidential manner by discussing any medical concerns.**
- ◆ **Employees are required to stay in the vicinity of the nurse for 15mins post the vaccination in case there is an anaphylaxis reaction. We highly recommend that the room is not in a location that will cause disturbance to others.**
- ◆ **The nurse will require a room with an adequate size table, two wheelie chairs if possible, a rubbish bin, telephone incase of emergency and easy access to the toilet and staff kitchen.**
- ◆ **All waste is taken by the Nurse at the end of the site visit. All paper waste is disposed of into garbage bags and all sharps materials are placed into yellow sharps containers and returned to Corporate Health 4 Life for disposing of safely and correctly.**

## ON THE DAY OF VACCINATION

- ◆ **The nurse will arrive 15min prior to the allocated start time for set up.**
- ◆ **The nurse will generally arrive at reception or the allocated meeting place.**
- ◆ **We ask the site contact person to meet the nurse and to take them to the vaccination room and ensure they have everything they require for the allocated time.**
- ◆ **The site contact person needs to provide the nurse with a copy of the attendance list which will arrive via email the night before or Excel spreadsheet or paper based.**
- ◆ **For sessions that are more than 2hrs in length, we encourage the site contact person to oversee the program to ensure staff is turning up for their vaccination.**
- ◆ **All supervision of the program must be conducted from the outside of the room to ensure adequate privacy is obtained.**
- ◆ **If the contact person can't oversee the program, we encourage the contact person to provide the nurse with a contact phone number in case any circumstances arise.**
- ◆ **At the end of the vaccination session, the nurse will leave via reception, if you require to see the nurse prior to leaving, please return at the end of the last booking allocated time or provide the nurse with a contact phone number to notify you when leaving.**

## USING THE ONLINE BOOKING SYSTEM

### THE ONLINE BOOKING SYSTEM ALLOWS YOU TO DO THE FOLLOWING:

#### LOG IN, BOOK AND VIEW THE BOOKINGS FOR ALL ON SITE VACCINATION PROGRAMS

- ◆ To view or book onto the online system, log into the online site that has been provided. This can be saved onto the intranet for quick access.
- ◆ Select the state that you are in.
- ◆ Select the site that you are wishing to book into if your company has multiple sites.
- ◆ Sign in with your personal work login details
- ◆ Select the time that suits you best.
- ◆ If you need to cancel a booking you can and then rebook.
- ◆ Up to 8 employees can be booked into each fifteen minute session
- ◆ A work email address and mobile number must be supplied to receive reminders.
- ◆ If a staff member does not have email access, please take their details and place them onto a paper based sheet and notify Corporate Health 4 Life via email prior to the vaccination day to allow for extra vaccines.

#### PRINT THE BOOKING LIST

- ◆ You can print the booking list by selecting print this list.

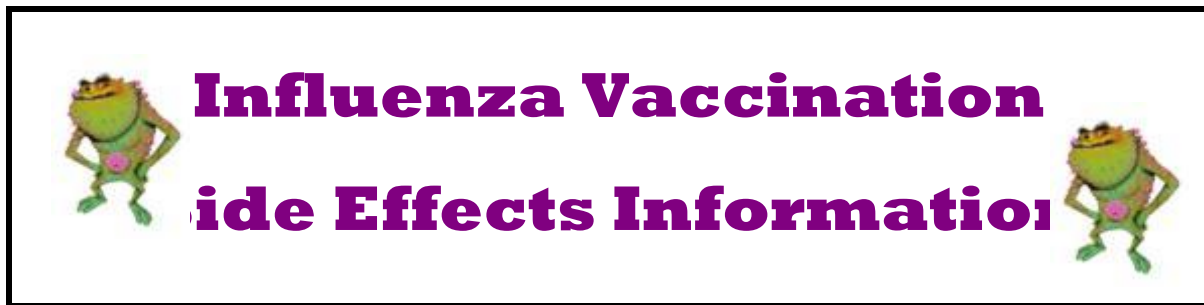
#### PRINTING CONSENT FORMS AND OTHER VITAL INFORMATION

- ◆ Click on the vital information that is supplied on the website and print your own copy.
- ◆ A consent form must be presented on the day for vaccination.

## USING AN ALTERNATIVE BOOKING METHOD

### USING AN ALTERNATIVE BOOKING METHOD

- ◆ **If you feel that the online booking system is not convenient to your company because staff don't have access to the internet, we can then supply you with an alternative option.**
- ◆ **We can organise an alternative option via an excel spreadsheet.**
- ◆ **We recommend that 8 staff members are booked into 15min time slots to avoid long queues as we understand that staff working time is important.**
- ◆ **For bookings that are greater than 4hrs in length, the nurse is entitled to a 15min break.**
- ◆ **For bookings that are greater or equal to 6 hrs, the nurse is entitled to a 15min break and 30min lunch break.**
- ◆ **We will supply you with copies of the consent form and any other vital information.**



## **Potential side effects from the Influenza Vaccine**

The Influenza vaccine is generally well tolerated. Most side effects are mild and generally disappear within 24 to 48hrs. The most common side effects generally happen around the injection site.

### **Common side effects include:**

- ◆ Redness, swelling and tenderness at the injection site
- ◆ Muscle aches and pains
- ◆ General tiredness

### **Less Common side effects include:**

- ◆ Fever
- ◆ Chills
- ◆ Headache
- ◆ And general feeling of being unwell for 1-2 days.

Please note: This is not the 'FLU'. The Influenza vaccine cannot cause the flu as it does NOT contain a live virus.

### **More Serious, but rare side effects include:**

- ◆ Rash like hives, itching, swelling, shortness of breath, breathing or swallowing difficulties
- ◆ Sudden drop in blood pressure with increased heart rate,
- ◆ Sudden drop in heart rate
- ◆ Abdominal cramps.

If any of these serious side effects occur, please notify the vaccination nurse immediately.

Patients with a history of Guillain-Bare Syndrome with an onset related in time to influenza vaccination may be at increased risk of again developing GBS if given the Influenza vaccine.

**Please ensure you read the 'Consumer Medicine Information' leaflet that is linked to this website prior to vaccination and talk to your GP or pharmacist if you have any concerns.**

## INFLUENZA QUESTIONS & ANSWERS

### Q. What is 'the flu' and how is it caused?

**A.** Influenza is a contagious disease caused by a virus. Influenza viruses infect many parts of the body, including lungs. When someone who has influenza sneezes, coughs or even talks, the influenza virus is expelled into the air and may be inhaled by anyone close by.

### Q. What are the symptoms of Influenza?

**A.** Influenza is a highly contagious respiratory viral illness. Influenza A and B are the major types of influenza viruses that cause human disease and affect people of all ages. Persons with influenza may have fever, cough, sore throat, fatigue, muscle aches, headaches, runny nose and watery eyes. Children may experience vomiting and diarrhoea in addition to these symptoms. Although the fever and body aches usually last for 3-5 days, a cough and fatigue may persist for 2 weeks or more.

### Q. Who gets Influenza?

**A.** Anyone can get influenza, especially when it is widespread in the community. People who are not healthy or well to begin with are particularly susceptible to the complications that can follow. For anyone in a high risk category, influenza is a very serious and potentially fatal illness. You may be at high risk if you are over 65 years old or have\*:

- Chronic disorders of the pulmonary or circulatory systems
- Congenital heart disease
- Cystic fibrosis
- Severe asthma
- Diabetes mellitus
- Chronic metabolic disorder
- Renal dysfunction

### Q. How long is a person with Influenza contagious for?

**A.** The period between infection and onset of symptoms (incubation period) for influenza is 1-4 days. A person with influenza may be contagious for 3-7 days after the onset of symptoms. Children may be contagious for longer than 7 days.

### Q. How can Influenza and its complications be prevented?

**A.** Influenza can be prevented with a high degree of success when a person receives the current influenza vaccine. This vaccine is made each year so that the vaccine contains the influenza strains that are expected to cause illness in that year.

### Q. Is the Influenza vaccine safe?

**A.** The vaccine does not cause influenza. It does not contain 'live virus'. Generally, people have no reaction to the vaccine. Some people may experience mild side effects such as tenderness and redness at the injection site. These side effects usually clear within a day.

Persons with allergies to eggs or chicken products should not receive influenza vaccine, as it is prepared from influenza viruses grown in eggs.

### Q. How effective is the Influenza vaccine?

**A.** In years in which there is a good match between the vaccine virus and the virus strain causing illness, influenza vaccine is generally considered to be 70%-90% effective in preventing influenza illness in healthy adults.

It is important to know that it takes about 2 weeks after influenza vaccination for a person to develop protection against influenza infection. Also, influenza vaccine does not protect against respiratory illness caused by other viruses.

### **Q. Can you get Influenza from a vaccination?**

**A.** No, it is absolutely impossible to get influenza from the vaccine. The viruses in the vaccine are inactivated and incapable of causing influenza. Instead, the person is protected from influenza by antibodies that are formed by the immune system's response to the vaccine.

The amount of antibodies in the body is greatest 1 or 2 months after vaccination and then gradually declines. For that reason and because the influenza viruses usually change each year, a high-risk person should be vaccinated each Autumn with the new vaccine.

### **Q. Is Influenza considered serious?**

**A.** For healthy children and adults, influenza is typically a moderately severe illness. Most people are back on their feet within a week.

For people who are not healthy or well to begin with, influenza can be very severe and even fatal. Symptoms have greater impact on these people, in addition, complications can occur. Most of these complications are bacterial infections because the body can be severely weakened by influenza such that its defences against bacteria are low. Bacterial pneumonia is the most common complication of influenza. Also, the sinuses and inner ears may become inflamed and painful.

### **Q. Can you have a recurrence of Influenza?**

**A.** A person can have influenza more than once. Here's why: the virus that causes influenza may belong to one of three different influenza virus families, A, B or C. Influenza A and influenza B are the major families.

There are many viral strains within each influenza virus family. Both A and B have strains that cause illnesses of varying severity. But the influenza A family has more virulent strains than the B family.

If you have influenza, your body responds by developing antibodies. The following year a new strain, either from the same or different influenza virus family, may appear. Your antibodies are less effective or ineffective against this unfamiliar strain. If you are exposed to it, you may come down with influenza again.

Patients who have a history of developing Gullain Barre syndrome (GBS) with an onset related in time to receiving influenza vaccination may be prone to developing GBS again if vaccinated.

### **Q. What are the contraindications to the administration of the vaccine?**

**A.** Always review full product/consumer medicine information before prescribing or receiving influenza vaccine.

Influenza vaccine should NOT be given to persons who are truly allergic (experience anaphylactic reactions) to any component of the vaccine.

1. Fowl proteins (eggs, feathers and chicken meat): the vaccine is produced by cultivating influenza viruses in embryonated hens eggs
2. Neomycin-an antibiotic used to ensure bacteria do not grow in the vaccine.

Anaphylactic reactions (often associated with swelling of the lips and tongue or acute breathing difficulties) are quite different to mild allergic reactions in that they usually occur shortly after the vaccine has been given; may be severe and can result in death. It is important to realise that true anaphylaxis is rare and can be managed with appropriate medical intervention.

Influenza vaccines should also not be given to individuals who are experiencing an acute feverish illness. Vaccination should be delayed until symptoms subside.

### **Q. Can pregnant women be vaccinated?**

**A.** There is no convincing evidence of risk to pregnant women from receiving influenza vaccine. Since it is inactivated it does not share the theoretical risks associated with live vaccine. Studies have shown that pregnant women, especially during their second and third trimester may be at increased risk of developing influenza-associated complications. These complications could be prevented by receiving influenza vaccination. The Australian NHMRC guidelines (8th edition, 2003) state that "It is (...) recommended that all women who will be in second or third trimester of pregnancy during the influenza season be vaccinated in advance.

## SWINE FLU QUESTIONS & ANSWERS

### **Q. What is Human Swine Flu?**

**A.** Human Swine Flu is a respiratory disease caused by a new influenza virus.

### **Q. How does Human Swine Flu spread?**

**A.** Spread of Human Swine Flu virus is thought to be happening the same way seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing.

Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose.

Human Swine Flu virus is infectious and is capable of spreading from human to human.

### **Q. What are the signs and symptoms?**

**A.** The symptoms of Human Swine Influenza in people are similar to the symptoms of regular flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Some people have reported diarrhoea and vomiting associated with Human Swine Flu.

The virus has so far been mild and can be compared to the normal seasonal flu.

Like seasonal flu, Human Swine Flu may cause a worsening of underlying chronic medical conditions.

### **Q. How can someone with this Influenza infect Someone else?**

**A.** Definitive information regarding the mode of transmission of Human Swine Flu is not yet available, however it seems likely that it shares the same transmission dynamics as seasonal influenza – i.e. it is most commonly spread from person-to-person by inhalation of infectious droplets produced while talking, coughing and sneezing.

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## **Corporate Health 4 Life**

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