SLIV Toolkit: School Leadership Communication to School Staff

**Program Introduction - Spring/Back to School**

Dear Teachers and Staff,

Next fall, our school will be participating in [PROGRAM NAME], a program that offers free flu vaccines to [RECIPIENTS]. Research shows that school-located flu vaccination programs are associated with reduced influenza-like illness and absenteeism during flu season. **All students [AGE] and older [AND STAFF] are eligible to receive a flu vaccine through [PROGRAM NAME]** with a completed consent form. The vaccines will be administered by trained [VACCINATORS]. The vaccines are free, regardless of insurance, and are the same vaccines given at any health care provider’s office.

Consent forms will be distributed in [MONTH]. **A [PROGRAM NAME] Vaccine Day will be held here at school for one day in [MONTH] [for you and] your students to be vaccinated**. Participation is optional. All [you and] your students need to do is complete a consent form. Parents/guardians should not fill out a form if they do not want their student vaccinated.

Stay tuned for more details about our school’s scheduled flu vaccination day and what your role will be.

Signed,

**Program details / Staff and Teacher Roles - Back to School**

Dear Teachers and Staff,

As I introduced last Spring, this fall our school will be participating in [PROGRAM NAME], a program that offers free flu vaccines to [RECIPIENTS].**All students [AGE] and older [AND STAFF] are eligible to receive a flu vaccine through [PROGRAM NAME]** with a completed consent form. Below are the responsibilities for our staff.

**Teachers**

* Distribute consent forms to every student in your class and collect by the designated date
* Assist in identifying students on the vaccine day by matching the consent form to the correct student
* Note: additional instructions will be sent with the consent forms

**Front office staff / Designated point of contact**

* Promote the program to our school community
* Recruit volunteers to help with the vaccine day
* Assist staff on the vaccine day by providing rosters, school map, bell schedule and identifying students as needed

Research shows that school based flu vaccination programs are associated with reduced influenza-like illness and absenteeism during flu season. Please help us keep our students flu free and in school this flu season!

Thank you for your support.

Signed,