

|  |
| --- |
| Secondary School Immunisation Program Instructions for schools to transfer contact details to local council PCSchool |

##### The [Public Health and Wellbeing Regulations 2019](http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html) authorises a Council to request the person in charge of a secondary school located within the municipal district to disclose student and parent/guardian contact information to Councils for any student scheduled to receive a vaccination in the Victorian Secondary School Immunisation Program.

Contents

If your school software package is not listed on the [Immunisation health.vic website](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) or you have problems with the instructions available for your software system, please refer to this guide for All other systems’.

## Step 1

Distribute a collection statement ([Secondary school vaccination program collection statement-sample](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school)) to parents/guardians

1. Take note of all students whose parents/guardians do not want their information shared with local council.
2. Liaise with your local council immunisation coordinator regarding the Secondary School Immunisation Program for the year and request a secure email address to send data to.

## Step 2

Follow the online instructions available at [PCSCHOOL SECONDARY SCHOOL VICTORIAN IMMUNISATION](https://support.pcschool.net/hc/en-us/articles/4474788206477-VIC-SECONDARY-SCHOOL-VACCINE-PROGRAM)

#### Support

If you have problems extracting the data following these instructions, please contact [PCSchool support](https://www.pcschool.net/support)

Alternatively, follow the manual extraction instructions contained in the ‘All other systems’ download.

|  |
| --- |
| To receive this publication in an accessible format phone 1300 882 008 using the National Relay Service 13 36 77 if required, or email [immunisation@health.vic.gov.au](mailto:immunisation@health.vic.gov.au)  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health September 2021  Available from the [Secondary school vaccination program for adolescents](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) page on the Health.vic website <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school > |