

School-Located Vaccination Clinics: Best Practices for School Districts

Schools are a large part of daily life for many children and their families. [Schools play an important role in COVID-19 prevention](#) and are uniquely positioned to teach about, link families to, or even assist in delivering COVID-19 vaccines. Based on recommendations from the Advisory Committee on Immunization Practices, [CDC now recommends for all children ages 5 and older to receive COVID-19 vaccination](#). School-located vaccination clinics help to make vaccination as accessible as possible to students. This guide provides a roadmap for school district administrators to work directly with health departments and other vaccine providers (e.g., pharmacies) to [set up vaccination clinics](#) in places that K–12 students and their parents know and trust.

HOW TO HOST A CLINIC

- 1. Partner with a COVID-19 vaccine provider:** Vaccine providers include [local health departments](#), [community health centers](#), pediatric clinics, pharmacies, [children's hospitals](#), and other medical providers. For help with the identification of an appropriate vaccine provider:
 - **First**, consider partnering with providers you have used for flu vaccination clinics, providers your school district used for adolescent COVID-19 vaccination clinics or contact your local health department regarding potential partners.
 - **You can also** visit [Vaccines.gov](#) to identify vaccine providers near you, and you may [contact pharmacies directly](#) to request if they have the ability to support a vaccination clinic.
 - **If your school district cannot find a vaccine provider** using the steps outlined above, you may request to be matched to a pharmacy partner in your area, if they have the ability to support a vaccination clinic. To submit a request, a school district representative may follow these steps:
 1. Go to <https://protect-ows.hhs.gov/secure-upload/login/ggzslr3ad6g244nhqxtgevmho>
 2. Accept user agreement
 3. Enter email address and password: *vaccine*
 4. You will receive an email at the email address you provided. [Note: CDC will accept requests from school district representatives (one request per district) or officials from schools unaffiliated with a school district (e.g., private schools). Individual schools within school districts should ask their school district to submit a request.]
- 2. Define roles and responsibilities:** While vaccine providers are typically responsible for all clinical operations and reporting, school districts play a critical role in engaging students and their families.

Sample Roles and Responsibilities:

School district/school staff

 - Lead engagement and outreach to students and families.
 - If an on-campus clinic is requested:
 - Provide a clinic location (must be well-ventilated, clean, and spacious enough for social distancing before and during vaccination and for the 15–30-minute observation period after vaccination).
 - Provide clinic facilities (e.g., tables, chairs, garbage bins, signage, restrooms).
 - Provide an on-site clinic coordinator to liaise with vaccine provider to plan each clinic.
 - Provide logistical and administrative support (e.g., security, scheduling support).
 - Work with partners to ensure there is a plan for students to receive second doses at the appropriate interval.
 - Establish supportive leave policies for students and staff who get vaccinated.

Vaccine provider

 - Manage aspects of vaccine administrations, including supplying vaccine, set-up, scheduling support, clinical staffing, immunization, observation, reporting and other requirements.

Determine with your vaccine provider whether your clinics will [offer influenza vaccination or other routine vaccinations](#) for students who are behind in their vaccinations because of the pandemic, and

determine whether your clinics will offer vaccinations for staff and families. CDC guidance supports [coadministration of COVID-19 vaccines with other vaccines](#), including influenza vaccines, without regard to timing.

- 3. Pick a date and a location:** Pick a convenient, trusted location for your vaccination clinic. Determine the days and hours of operation to allow parents and caregivers with varying work schedules and transportation options the opportunity to accompany their children if desired. Discuss options with vaccine providers for hosting clinics at the provider location (e.g., pharmacy) to reduce logistics burden for schools. If resources are limited, consider offering one clinic at a central location for all schools in your district.
- 4. Begin outreach to schools, parents, and healthcare providers:** You will play a critical role in engaging schools in your district and educating parents. Draft letters or use [customizable letter templates](#) to share information about the upcoming vaccination clinic(s) with school principals, healthcare providers, and parents. Include general vaccination information in these communications, including that COVID-19 vaccines are free for everyone and individuals can receive a vaccine regardless of immigration or insurance status. To amplify and engage your community, consider posting on social media, sharing signage, and leveraging trusted messengers in your community.

Outreach to school staff. It is important for school staff, including teachers and administrators, to know what role they play in COVID-19 vaccine-related communication, education, and activities.

- Use teacher workshops, staff meetings, and newsletters to promote school staff involvement in COVID-19 vaccination efforts, including sharing resources to encourage all school staff to get vaccinated themselves.
- Refer staff to COVID-19 vaccination [fact sheets and FAQs](#).
- Ask school staff to stress the importance of students getting their [well child visits or check-ups](#) with their regular healthcare provider, including their [routinely recommended vaccines](#) that may have been missed during the pandemic.

Outreach to students, parents, and guardians to promote vaccine confidence. [Vaccine confidence](#) is the trust that people have in vaccines. Families in your school district may be wading through a lot of information—and misinformation—about COVID-19 vaccinations.

- Be prepared to address questions and address misinformation about the COVID-19 vaccine with your students and their families by sharing materials from credible sources, including these [useful tips for talking about COVID-19 vaccines](#).
- Prepare a [frequently asked questions \(FAQ\) document about COVID-19 vaccines](#). Include any planned efforts to vaccinate staff, students, and their families through school vaccine clinics.
- Include [COVID-19 vaccine fact sheets](#) with other information given to parents and caregivers and added to school and school district websites.
- Announce information about the COVID-19 vaccine and school vaccine clinics during school events, such as sporting events, school assemblies, and holiday gatherings.
- Work with your vaccine provider on the best strategy to obtain parental/guardian consent and to sign up students for clinics. Many providers may have their own scheduling tools and consent forms but will rely on you to share them with parents and guardians.

- 5. Host your clinic:** Work with the vaccine provider to finalize the operations of your event. Continue to engage your community, including day-of reminders. Provide a [post-vaccination letter to parents](#) with information about potential side effects, timing of the next dose (if relevant), and other important information.

For additional information, please visit <https://www.cdc.gov/vaccines/covid-19/planning/school-located-clinics/how-schools-can-support.html> and <https://wecandohis.hhs.gov/guide-site-vaccination-clinic-schools>.