

Intake Workflow

1. If a child that is unregistered in TVRS (the state registration system) does not have **BOTH** a signed consent form and a completed CDC Prevacination Checklist, do not proceed with vaccination until a parent or guardian can be reached.
2. Contact the parent or guardian to complete the intake. If needed, please use the telelanguage service that you use when contacting parents/guardians who do not speak English. If access to a language line is needed, clinic staff should be able to assist with that.
3. Complete the Intake Form in full. This information is needed for entering the data into the vaccine administration system.
4. Confirm that the parent/guardian has received the email from the school with a link to the EUA or that they understand that they can access the EUA at [fda.gov/media/144414/download](https://www.fda.gov/media/144414/download). If they want to review the EUA before providing consent, please allow them time to do so and call them back to complete intake.
5. If the parent is interested in having the child vaccinated, complete the CDC Prevacination Checklist with the parent or guardian. Use the information for health care professionals on pages 3 through 7 for guidance.
 - If the parent/guardian answers yes to Question 3 – DO NOT PROCEED. The child cannot be vaccinated.
 - If the parent/guardian answers yes to Question 4 – Provide the following guidance: "Your child should not get a Pfizer COVID-19 vaccine until an allergy/immunology specialist determines that they can safely receive the vaccine. Please ask your primary care provider to refer you to an allergy/immunology specialist who can determine if your child can safely receive the vaccine." If they have already gotten a consult and have approval to move ahead with vaccination, document that and continue with intake. If they have not had approval from an allergist, the child should not be vaccinated.
 - Skip question 6 – as of 5/14 the CDC has determined that receiving a different vaccine within 14 days is not a barrier to vaccinating for COVID-19 (<https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>)
6. Review the most common side effects with the parent/guardian, which include:
 - Pain, redness or swelling where they got the shot
 - Tiredness
 - Headache
 - Muscle pain
 - Chills and/or fever
 - Nausea

Inform them that these side effects may affect the child's ability to do daily activities, but they should go away in a few days. Some people have no side effects. A few people have had an allergic reaction to the vaccine so the child will remain at the clinic for 15 - 30 minutes for observation after receiving their vaccine.

7. Ensure the parent/guardian has an opportunity to ask questions.
8. Inform the parent that a second dose will be needed in 3 weeks and provide them with the date of the follow-up clinic.
9. Ensure the parent understands the risks and benefits of the COVID-19 vaccine and consents to their child receiving the vaccine.
10. Send the completed intake form and the completed first page of the CDC Prevacination Checklist with the child to the intake person at the clinic.