SOP24
Flu Vaccination of In-Patients Aged 65 Years (in Hospital for >21 days) or Patients Being Discharged to Care Homes

Table of Contents

Section	Title	Page
1.0	Procedure Statement	2
2.0	Accountabilities	2
3.0	Background and Rationale	2
4.0	Procedure / Guideline Detail / Actions	3
5.0	Financial Risk Assessment	5
6.0	Equality Impact Assessment	5
7.0	Maintenance	5
8.0	Communication and Training	5
9.0	References	5
10.0	Appendices	

1.0 Procedure Statement

This SOP standardises the procedure to support the delivery of flu vaccination programme for older people aged 65 years or more you have been an inpatient for 21 days or more / or meet the eligible criteria and are being discharged to a care home.

The purpose is to:

- For flu vaccinators to safely identify eligible inpatients aged 65 years who have been in hospital greater than 21 days or patients being discharged to a care home who have not had a flu vaccination at their General Practice (GP) care homes or community pharmacy.
- Ensure all Registered Nurses/Registered Healthcare Professionals Peer Flu Vaccinators have completed the Trust's approved eLearning competency based on national flu vaccination training.
- To gain consent from patients to receive the Flu vaccination. If the patient lacks capacity to seek consent from next of kin. https://www.gov.uk/government/publications/consent-the-green-book-chapter-2
- Support Flu vaccinators to safely administer the flu vaccine via the Patient Group Directives for eligible patients.
- Offer the patient and/or their families flu vaccine information leaflet.
- Accurately document on the Flu vaccination consent form and then electronically enter the information onto the 'Record A vaccination' (RAV's) NHS database.

2.0 Accountabilities

Role	Responsibility
Deputy Chief Nursing Officer (DCNO) (Amy Boden)	Ensure policy alignment, governance oversight, and monitor compliance with the Trust Flu group
All Trust nursing staff	If identified as a vaccinator, to ensure the relevant training and competencies have been undertaken
Assistant Director of Pharmacy	Provides reporting on vaccination events and declines.

3.0 Background and Rationale

SOP Context:

This document is intended to provide a standard for best practice for safe assessment and safe administration of the Seasonal Influenza (Flu) Vaccination Programme by Registered Nurses/Registered Healthcare Professionals acting as Flu Vaccinators in alignment to the National Patient Group Directive (PGD).

Operational Drivers:

- The flu vaccination programme offers direct protection to those at higher risk of flu associated morbidity and mortality for older people aged 65 years or more you have been an inpatient for 21 days or more.
- The flu vaccination to older people aged 65 years or more an inpatient for 21 days or more before being discharged to their long-stay residential care homes or other long-stay care facilities where rapid spread is likely to follow introduction of infection and cause high morbidity and mortality should be offered a vaccine
- Proactive health intervention helping protect older people over aged 65 and over from flu and relieving pressure on the NHS and social care.
- Alignment with National flu immunisation programme 2026 to 2027 National flu immunisation programme 2026 to 2027 letter - GOV.UK

4.0 Procedure/Guidelines Detail / Actions

Vaccinations will primarily be offered within the discharge lounge and West Park Hospital, where patients will be residing until their discharge either home or to another care facility.

Process Steps:

Step	Action	Responsible
1	Confirm eligibility ensuring the patient meets the inclusion criteria and is not excluded as per the exclusion criteria pages 9 – 10 of Influenza vaccine (IIV and LAIV) Patient Group Direction (PGD)	Registered nurse (RN)
2	A 2-person cross check on Record a vaccination (RAV's) to check when the patient last received a flu vaccination How to Use RAVS	Registered nurse (RN)
3	The inpatient will need to have capacity and give verbal consent which is recorded in the patient's medical notes. If the patient declines the vaccine, this also be documented in the patient record.	Registered nurse (RN)
4	If the patient does not have capacity, then verbal consent needs to be sought by the Inpatients next of kin and documented in the medical records	Registered nurse (RN)
5	Criteria for exclusion as outlined on page 11 of the PGD must be checked for each individual patient to ensure each patient is safe to have the vaccine	Registered nurse (RN)

6	The inactivated influenza vaccine (*IIVc (TIVc)*) can be administered to patients 65 years old or more under the patient group directives documenting in the notes that the patient has received the vaccine under the national PGD (see policy below).	
7	Ensure flu vaccines are stored in the medication fridge at a temperature between +2 to +8°C An anaphylaxis kit must also be available	Registered nurse (RN)
8	**Vaccine administration:** Requires registered practitioner to check the vaccine before administration is carried out. Correct vaccine and expiry date	Registered nurse (RN)
9	Administer the flu vaccine intra muscularly, usually into the deltoid muscle	Registered nurse (RN)
10	Provide the patient and/or family flu vaccination information and aftercare advice	Registered nurse (RN)
11	Record the PGD administration in ePMA – see appendix 1. Record any patient declined administrations in ePMA	Registered nurse (RN)
12	Administered vaccination is recorded is electronically on RAVS How to Use RAVS	Registered nurse (RN)
13	Vaccine stocks to be reviewed daily and orders placed with Pharmacy via the Stock Request Book	Registered nurse (RN)
14	Temperature of the fridge to be read, recorded and reset daily	Registered nurse (RN)

5.0 Financial Risk Assessment

1	Does the implementation of this document require any additional Capital resources	No
2	Does the implementation of this document require additional revenue resources	No
3	Does the implementation of this document require additional manpower	No
4	Does the implementation of this document release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programs or allocated training times for staff.	No
	Other comments	

6.0 Equality Impact Assessment

As per Trust policy Inactivated influenza PGD (1 September 2026)

7.0 Maintenance

Review by Author on a yearly basis or as necessary.

8.0 Communication and Training

For dissemination by Deputy Chief Nurse

9.0 References - Legal, professional or national guidelines

UK Health Security Agency (2026). *Immunisation Against Infectious Disease: Influenza (The Green Book, Chapter 19).* Updated guidance available at: https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19

UK Health Security Agency (2025). *National Minimum Standards and Core Curriculum for Immunisation Training.* Available at: UKHSA_National_Minimum_Standards_for_immunisation_training_2025.pdf

UK Health Security Agency (2026). *Annual Flu Programme Collection.* Available at: https://www.gov.uk/government/collections/annual-flu-programme

Department of Health and Social Care, NHS England and UK Health Security Agency (2026). *National Flu Immunisation Programme 2026 to 2027 Letter.* Available at: https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan-2026-to-2027/national-flu-immunisation-programme-2026-to-2027-letter

Electronic Medicines Compendium (eMC). *Summary of Product Characteristics (SmPC).* Available at: https://www.medicines.org.uk/emc

UK Health Security Agency (2026). *Flu Vaccination Programme: Information for Healthcare Practitioners 2026 to 2027.* Available via: https://www.gov.uk/government/collections/annual-flu-programme

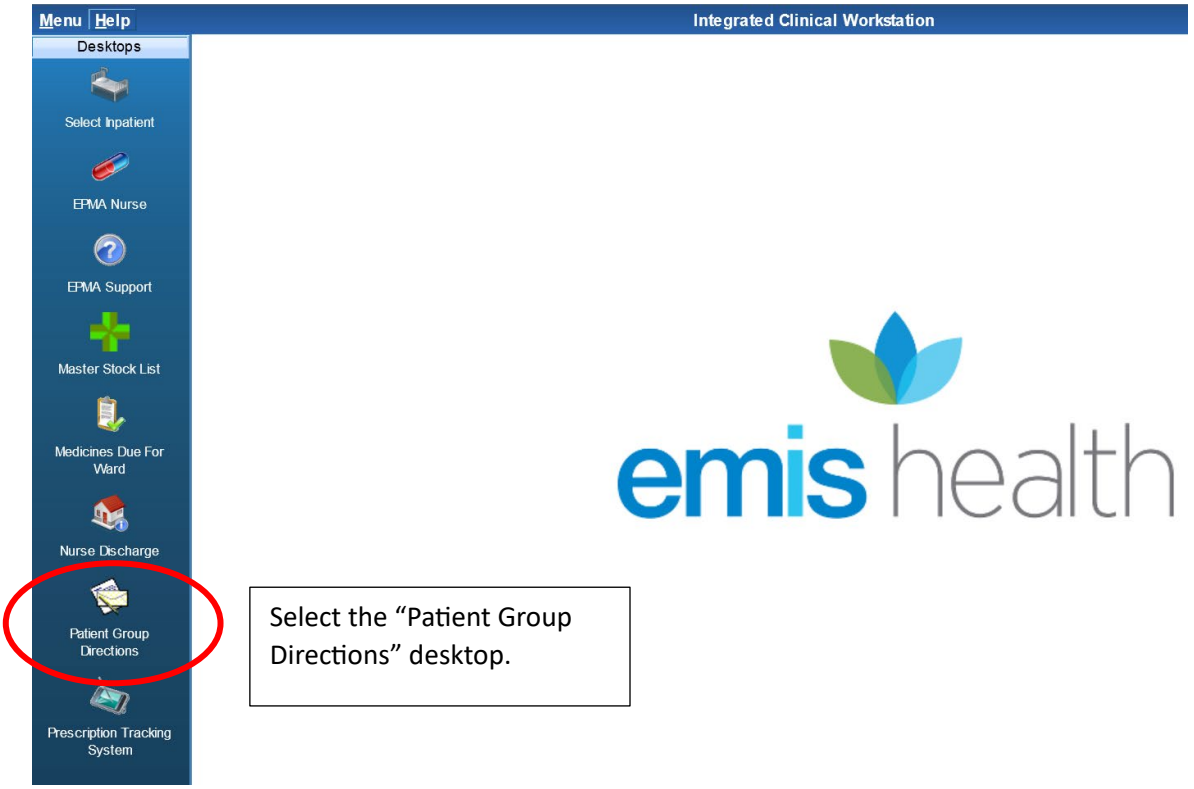
UK Health Security Agency (2026). *Influenza Vaccine (IIV and LAIV) Patient Group Direction (PGD), Version 1.0, valid 1 September 2026 to 31 March 2027.* Available at: https://www.gov.uk/government/publications/influenza-vaccine-iiv-and-laiv-patient-group-direction-pgd

Part A - Document Control

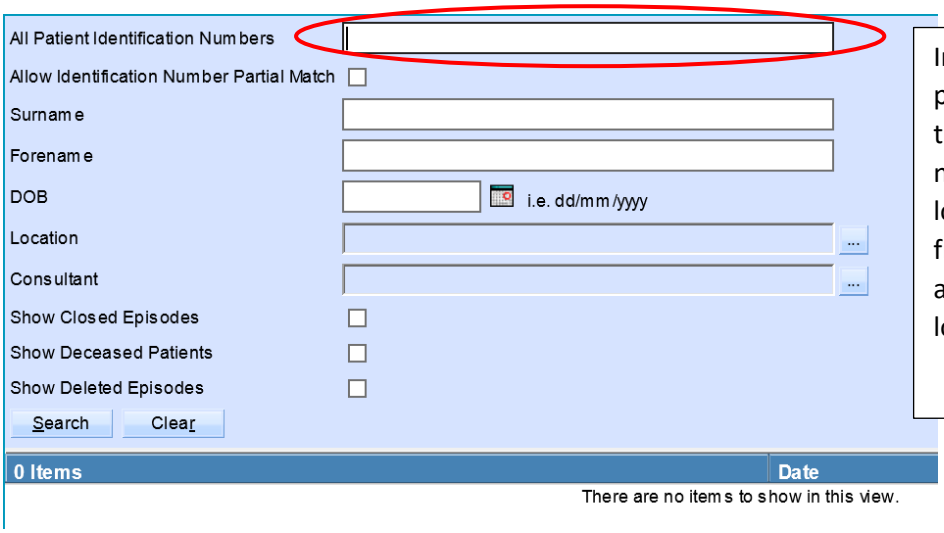
Version number: V1.0	**Document Title** **SOP24** **Flu Vaccination of In-Patients Aged 65 Years** **(in Hospital for >21 days) or** **Patients Being Discharged to Care Homes**	**Status:** Final		**Author:** Amy Boden Deputy Chief Nursing Officer Nicholas Carre Assistant Director of Pharmacy **Lead Sponsor** Chief Nursing Officer
Version / Amendment History	Version	Date	Author	Reason
	1.0	01/09/26	Nicholas Carre	Updated with new information for the 26/27 campaign and change in process
Intended Recipients: Healthcare staff administering flu vaccines				
Consultation Group / Role Titles and Date: Senior nursing team / Pharmacy				
Name and date of group where reviewed	MMSG – September 2026 Executive Sponsor Endorsement – September 2026			
Name and date of final approval committee (if trust-wide document)/ Directorate or other locally approved committee (if local document)	Executive Sponsor Endorsement – September 2026			
Date of Procedure/Guidelines issue	October 2026			
Review Date and Frequency (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)	Review yearly - September 2027			
Training and Dissemination: No Training Required				

Publishing Requirements: Can this document be published on the Trust's public page: **Yes**	
To be read in conjunction with: Inactivated influenza (IIV and LAIV) PGD v1.0 (1 September 2026)	
Initial Equality Impact Assessment: Completed Yes **Full Equality Impact assessment (as required): Completed NA**	
Contact for Review	Deputy Chief Nursing Officer Amy Boden
Monitoring arrangements	MMSG Trust Flu Group
Document summary/key issues covered: Vaccination of in-patients	
Key words for intranet searching purposes	Flu Vaccination

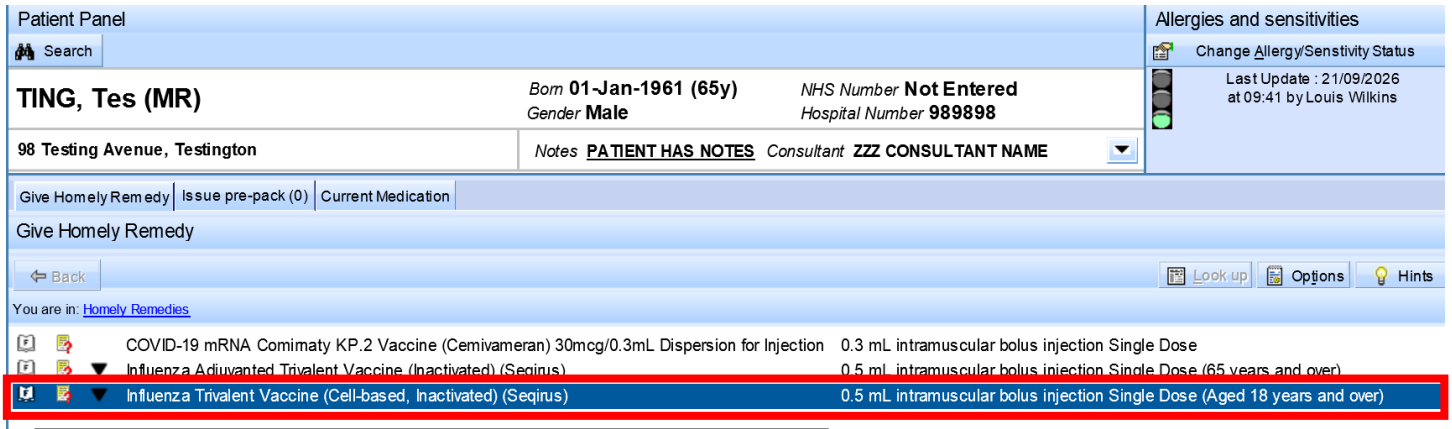
Appendix 1: Recording a Vaccination in ePMA at The Royal Wolverhampton NHS Trust.



Select the "Patient Group Directions" desktop.



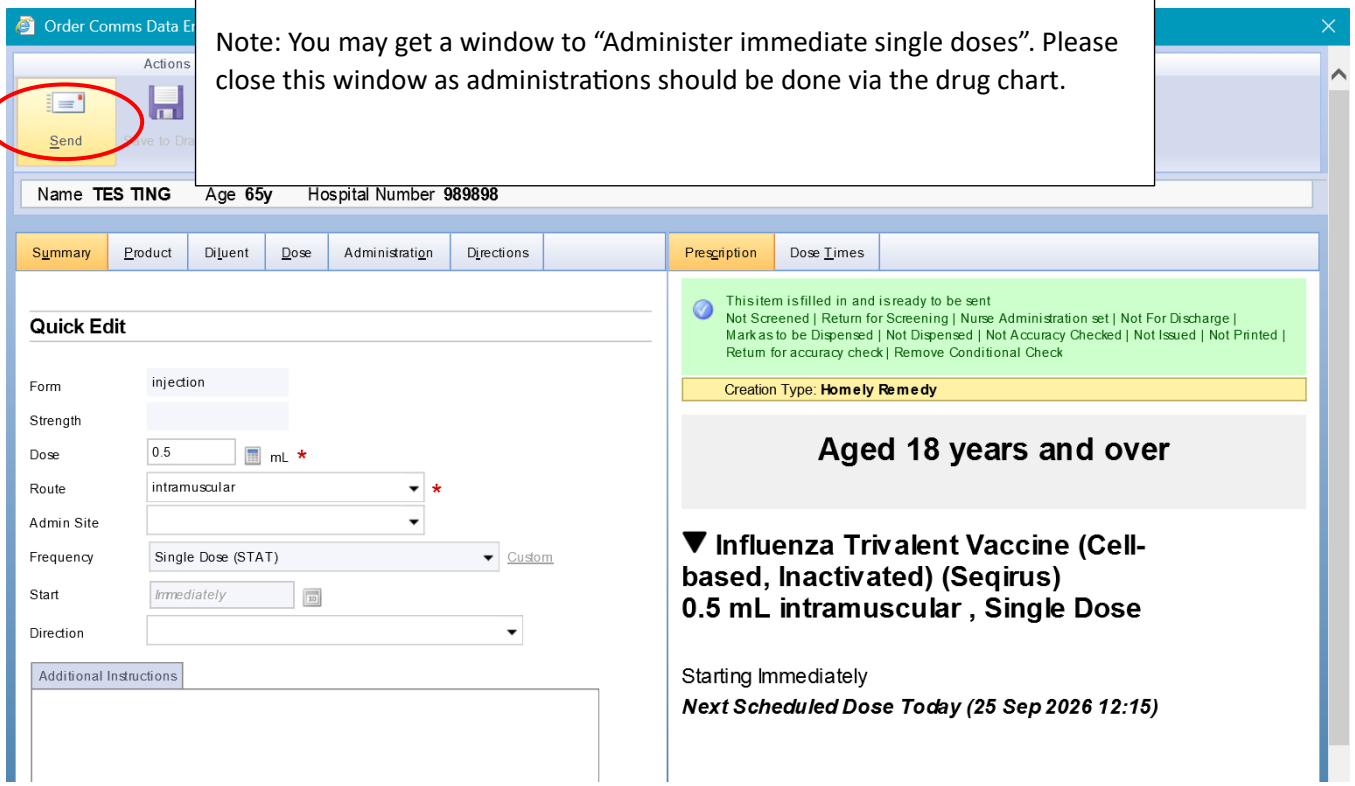
In the search window that pops up, find your patient via their hospital number or NHS number. Press "Search" and locate the appropriate episode from the results, paying attention to the patient's location and episode dates.

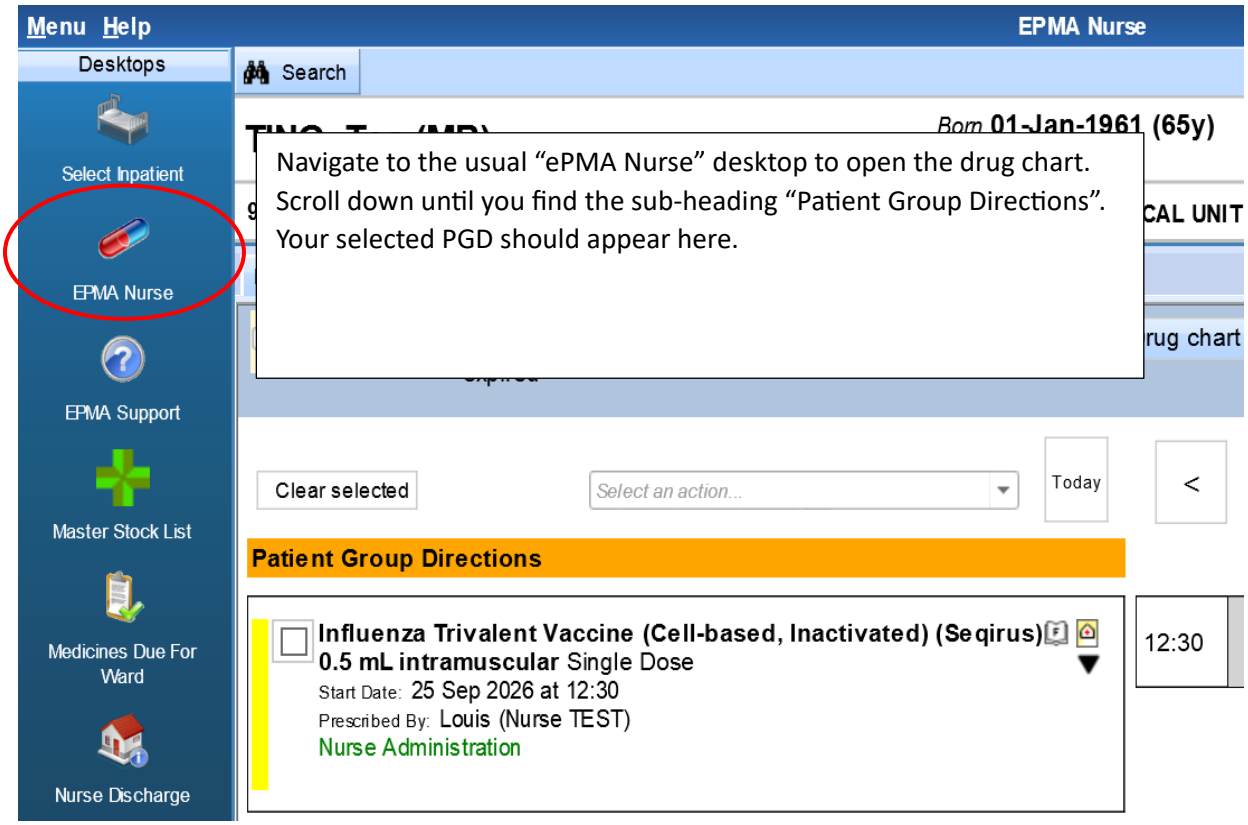


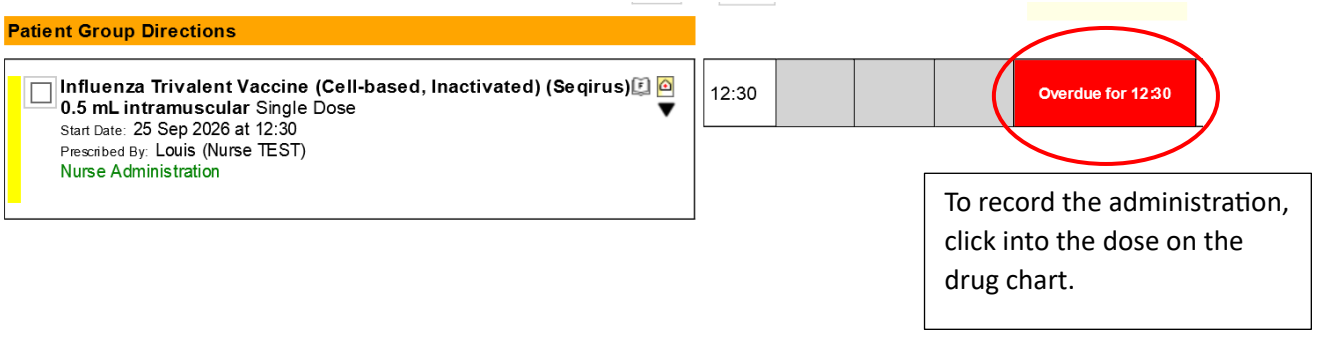
You will be shown a list of available PGDs. Select the PGD you wish to use.

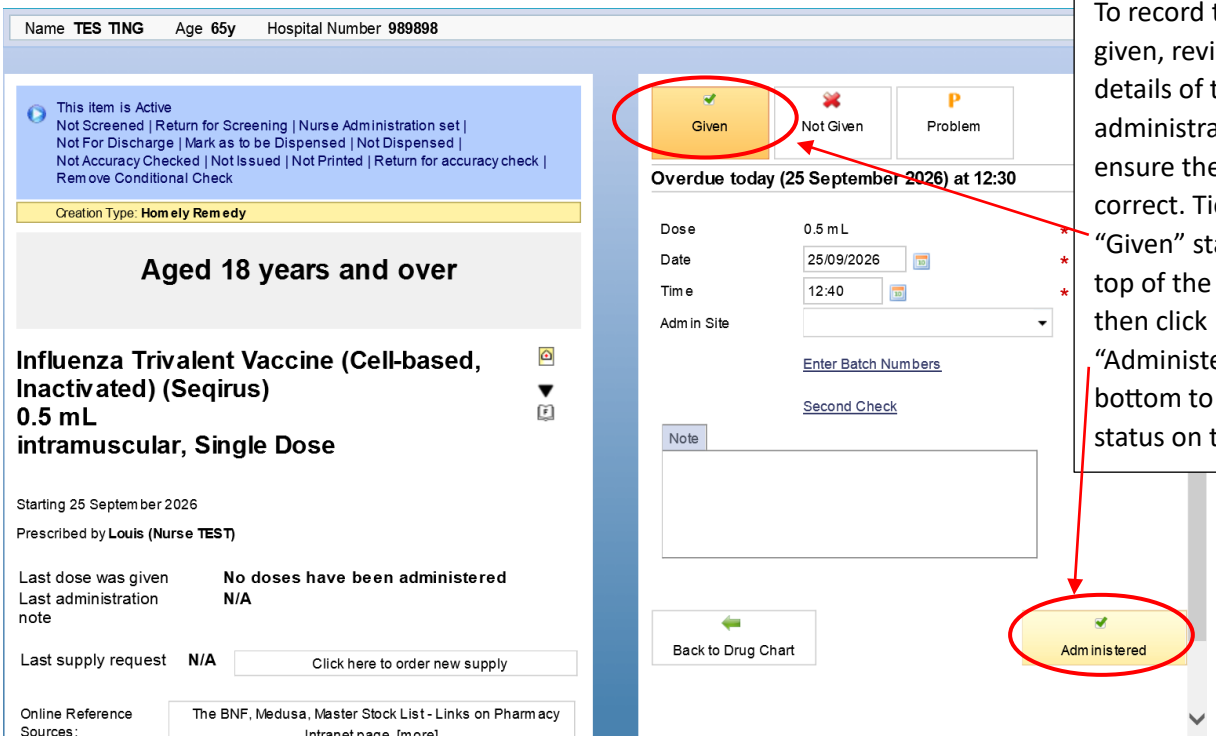
A window will pop up allowing you to amend the details of the PGD, if needed. In most cases, amending the PGD is not required as the details have been entered for you. Press “Send” to send this through to the drug chart.

Note: You may get a window to “Administer immediate single doses”. Please close this window as administrations should be done via the drug chart.

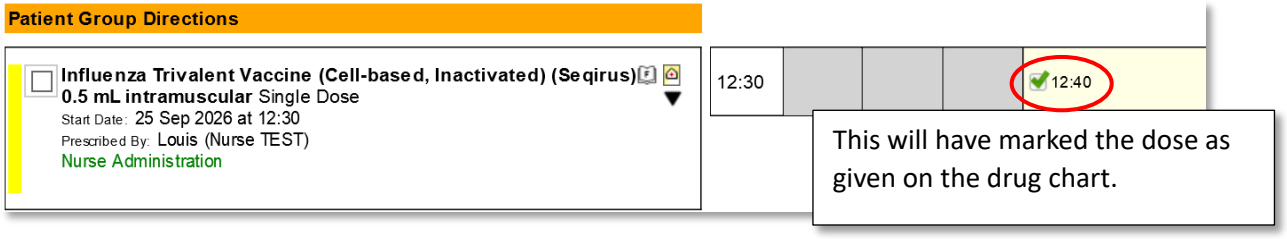



Menu Help
EPMA Nurse
Desktops
Search
Select Inpatient
EPMA Nurse
EPMA Support
Master Stock List
Medicines Due For Ward
Nurse Discharge
Born 01-Jan-1961 (65y)
CAL UNIT
rug chart
Navigate to the usual "ePMA Nurse" desktop to open the drug chart.
Scroll down until you find the sub-heading "Patient Group Directions".
Your selected PGD should appear here.
Clear selected
Select an action...
Today
<
Patient Group Directions
Influenza Trivalent Vaccine (Cell-based, Inactivated) (Seqirus)
0.5 mL intramuscular Single Dose
Start Date: 25 Sep 2026 at 12:30
Prescribed By: Louis (Nurse TEST)
Nurse Administration
12:30

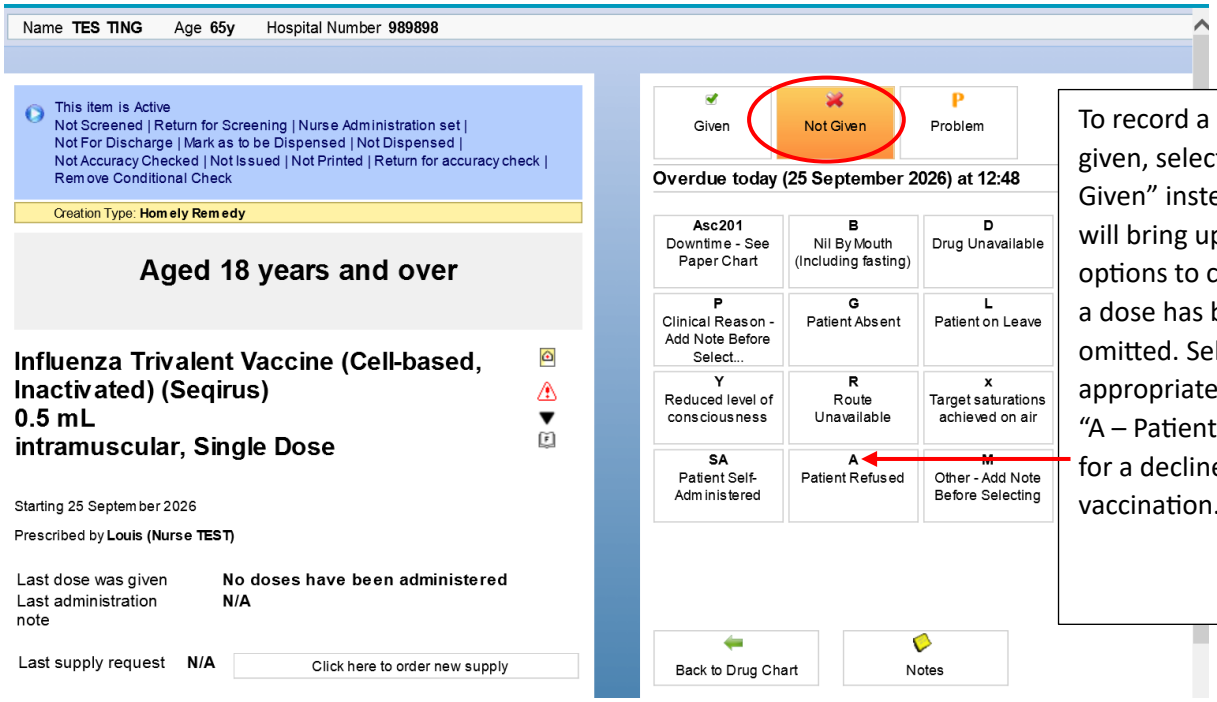

Patient Group Directions
Influenza Trivalent Vaccine (Cell-based, Inactivated) (Seqirus)
0.5 mL intramuscular Single Dose
Start Date: 25 Sep 2026 at 12:30
Prescribed By: Louis (Nurse TEST)
Nurse Administration
12:30
Overdue for 12:30
To record the administration, click into the dose on the drug chart.



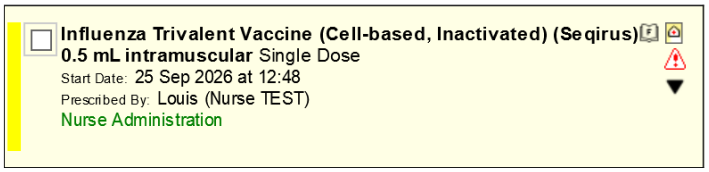
To record the dose as given, review the details of the administration to ensure they are correct. Tick the "Given" status at the top of the screen and then click "Administered" at the bottom to record this status on the chart.



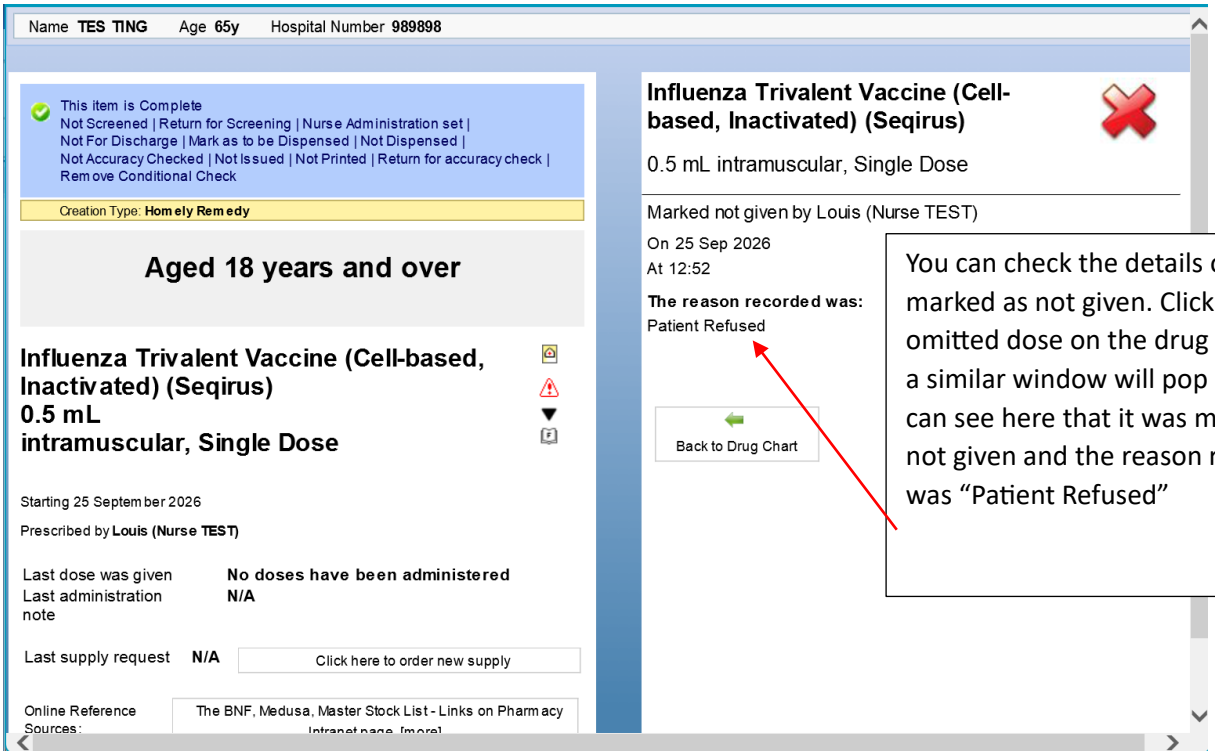
This will have marked the dose as given on the drug chart.



To record a dose as not given, select "Not Given" instead. This will bring up a list of options to choose why a dose has been omitted. Select the appropriate reason e.g. "A – Patient Refused" for a declined vaccination.



This will have marked the dose as not given on the chart.



You can check the details of a dose marked as not given. Click the omitted dose on the drug chart and a similar window will pop up. You can see here that it was marked as not given and the reason recorded was “Patient Refused”