POLICY

It is the policy of Ageia Health Services to promote the health and safety of residents by offering or coordinating the influenza and pneumococcal vaccinations when the vaccinations are available.

Staff: Flu vaccines will be offered to all community staff. The community will cover the cost of the vaccine.

PROCEDURES

Staff vaccines: Community will post the “Staff Sign-up Sheet” for flu shots in the staff lounge or break area, from September 1st through September 15th each year.

Community Licensed Nurse will order flu vaccine from the facility contracted “house” pharmacy, no later than September 20th of each year, in the amount to meet staff demand.

All immunizations given to staff will be tracked and documented on the Influenza Vaccine Tracking Form. All vaccine will be accounted for. The form will then be faxed or emailed to Ageia Health Services Policy Development Specialist at the Home Office.

INFLUENZA VACCINE - RESIDENTS:

- Ideally, the vaccine should be given annually in October or November, or as directed by the appropriate health agency.
- The Resident must have a signed physician’s order to receive the influenza vaccination.
- The Influenza Vaccination Consent and Documentation form will be signed by the Resident or the Resident’s guardian prior to the administration of the vaccination.
- Completed consent forms/documentation of vaccines refused/accepted will be maintained in a 3-ring binder.
- The Resident should be reminded of contraindications of the vaccine prior to administration.
- Ageia Health Services will contract with a Wellness provider to hold a one day flu shot clinic in as many Ageia communities as practical, and will inform communities of their scheduled Flu Clinic day, at the earliest possible time.
  - If the contracted provider is unable to conduct a flu clinic in a community, the community will:
    - Encourage residents to get the vaccine at their health care provider’s, and assist in arranging appointments, if necessary.
Contact and arrange an in-house flu clinic through a local home health agency, local health department or hospital and organize a flu vaccine clinic at your community.

- For those residents who have/do not obtain the vaccine through the above methods, the facility will help arrange transportation to a local scheduled flu vaccine clinic.

- The Community will keep a small supply (equal to 5% of the total resident population) of the vaccination for residents who have not been able to obtain the vaccination from the above-mentioned agencies.
  - Private residents will be billed $25.00 for vaccinations given by staff.
  - Facility BOM will submit bill to Home Office AP to be included on the following months’ invoice.

- Documentation of the influenza vaccination will be audited semi-annually to ensure that all residents have completed the accept/decline form, and that administration has been offered or coordinated.

- Using the Influenza Vaccine Tracking Form, track those residents who receive the influenza vaccine at their doctor’s office or other sites.

**FORMS**

- Influenza Vaccine Staff Sign-up Sheet
- Influenza Vaccine Tracking Form
- Influenza Vaccination Informed Consent and Documentation