

本署檔號 Our Ref. : (2) in DH/ERPMB/PMVD/VS/SIVOP/P1-3/6  
來函檔號 Your Ref. :  
電話 Tel. : 2125 2128  
傳真 Fax No. : 2320 8505

8 July 2024

Dear Supervisors/ Principals of all Primary Schools (including primary section of special schools),

**Invitation to enroll in the  
2024/25 Seasonal Influenza Vaccination School Outreach Programme**

We are writing to invite all Primary Schools to enroll in the Seasonal Influenza Vaccination (SIV) School Outreach Programme for the 2024/25 season.

SIV is one of the most effective ways to prevent seasonal influenza and its complications. According to local study, vaccination reduces the risk of influenza-like illness (ILI) in school children by half. Scientific data and research showed that the majority of paediatric cases of influenza-associated severe complication/ death did not receive influenza vaccination. According to local experience, school outreach can double vaccination coverage rates to an average of 70%, effectively strengthening the immunity barrier of school children. SIV can reduce school absenteeism, and also lower influenza transmission in the community.

We would like to express our gratitude for the tremendous support you have provided in the previous academic year for the SIV School Outreach Programme. With your keen support, over 90% of Primary Schools have enrolled in our Programme, providing over 218,100 doses to Primary Schools students.



The Department of Health will continue the SIV School Outreach Programme in the upcoming 2024/25 academic year. Similar to previous year, schools can enroll in the Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme (SIVSOP) and/or the Vaccination Subsidy Scheme (VSS) School Outreach (Extra Charge Allowed) Programme. For details of each programme and their comparison, please refer to **Annex I to III**.

To encourage the uptake of SIV among students, we are pleased to announce that a commendation scheme for the SIV School Outreach Programme will be commenced in season 2024/25. All schools enrolled in the SIV School Outreach Programme will be included in the commendation scheme. Certificates will be awarded to schools with high vaccination coverage.

We hereby remind schools to stay clear of associating with any improper financial (or advantage) transactions with the doctor/ medical organisation and participants of the activity.

Schools are invited to enroll in the Programme by completing the attached **Enrolment Form**. Schools that opted to join SIVSOP through self-selection of doctors should also complete and return **Supplementary Form**. If schools do not intend to join either SIVSOP or VSS School Outreach Programme, we kindly request your careful consideration and return the **Enrolment Form with your reason of not joining the Programme**. All relevant forms should be returned to Programme Management and Vaccination Division of the Centre for Health Protection on or before **15 July 2024** by fax to 2320 8505, or by email to [sivop@dh.gov.hk](mailto:sivop@dh.gov.hk).

Thank you very much for your cooperation and participation in the SIV School Outreach Programme. For enquiries, please call our programme hotline at 2125 2128.

Yours faithfully,



(Dr. Darwin MAK)

for Controller, Center for Health Protection  
Department of Health

**Information Sheet**  
**2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge)**  
**Programme**  
**Primary School Outreach**

**Objectives of the Programme:** The Programme aims to facilitate primary schools in arranging outreach vaccination, so as to increase the seasonal influenza vaccination coverage for school children, to reduce school absenteeism, influenza related complications, hospitalisations and deaths, and to reduce influenza transmission in the community.

**Eligibility to join :** Under the Programme, all primary schools (including primary section of special schools) can join the Programme. All school children of the participating schools can receive free seasonal influenza vaccination, through Public-Private-Partnership (PPP) vaccination teams\*. School may choose their PPP vaccination team through either *School Self-selection of Doctors* or by *DH-matching*.

✧ *School Self-selection of Doctors*

- i. Schools can choose a private doctor/ medical organisation from the list posted on the Centre for Health Protection website: <https://www.chp.gov.hk/en/features/101413.html>.
- ii. Schools with prior outreach vaccination activities may continue the partnership with the previous doctors/ medical organisations.

✧ *DH-matching*

- i. For schools which have not selected a private doctor/ medical organisation, DH would match a service doctor\* with the school.

\*For schools in remote areas (e.g. out-lying islands) or areas requiring Closed Road Permit or Closed Area Permit (e.g. Lantau Island, Sha Tau Kok), DH may arrange DH Vaccination Team to provide the outreach vaccination service.

**Schedule of the vaccination activities:** The school should fix the dates of vaccination activities for the 1<sup>st</sup> and 2<sup>nd</sup> dose with the service doctor. The outreach vaccination activity should be conducted from 8AM to 3PM on school days (Monday to Friday).

- ✧ The 1<sup>st</sup> dose should be completed within TWO days.
- ✧ The 2<sup>nd</sup> dose should be completed within ONE day, with at least 4 weeks apart from

1<sup>st</sup> dose. To ensure adequate immunity against seasonal influenza, children under 9 years of age who have never received any seasonal influenza vaccination before are recommended to receive 2 doses of SIV.

**Types of vaccines being used:** The Department of Health (DH) will provide Inactivated Seasonal Influenza Vaccines (Injectable Type) for Primary School Outreach.

**Delivery arrangement:** For the 1<sup>st</sup> dose activity, DH will arrange the delivery of the vaccines directly to the Primary Schools; while for the 2<sup>nd</sup> dose, DH will deliver the vaccines directly or via the service doctors to the schools.

**Roles and responsibilities of schools:** Since schools are provided with vaccination services free of charge, they do not need to conduct tendering or quotation exercise when choosing a doctor. Schools are reminded to stay clear of associating with any improper financial (or advantage) transactions when choosing your service doctor through School Self-selection of Doctor.

Schools are responsible for:-

- 1) Distributing and collecting consent forms;
- 2) Verifying the particulars of the students provided in the consent forms;
- 3) Arranging vaccination venue;
- 4) Preparing the flow for vaccination day(s) (complete the 1<sup>st</sup> dose within 2 days; and completing 2<sup>nd</sup> dose within 1 day, with at least 4 weeks apart from 1<sup>st</sup> dose);
- 5) Assisting in the operation of the vaccination team during the vaccination activities; and,
- 6) Providing locked cabinet(s) for temporary storage of clinical waste in case same day collection of clinical waste cannot be arranged.

**Application results:** The schools will be informed the **application and the matching results in August 2024.**

## Information Sheet

### Vaccination Subsidy Scheme (VSS) School Outreach (Extra Charge Allowed)

**Objectives of the Programme:** The Vaccination Subsidy Scheme (VSS) School Outreach (Extra Charge Allowed) Programme (“the Programme”) aims to facilitate secondary schools, primary schools, kindergartens, kindergarten-cum-child care centres, child care centres and special schools in Hong Kong to arrange outreach vaccination activities to provide free or subsidised seasonal influenza for eligible students and staff.

**Eligibility to join:** All secondary schools, primary schools, kindergartens, kindergarten-cum-child care centres, child care centres and special schools in Hong Kong are eligible to join the Programme. Schools that are already enrolled in the “Seasonal Influenza Vaccination (SIV) School Outreach (Free of charge) Programme (SIVSOP)” are also eligible to join. All students from participating schools, irrespective of their Hong Kong resident status, are eligible to receive subsidised seasonal influenza vaccination under this Programme. The government will subsidise HK\$260 per dose of SIV and directly reimburse the subsidy to doctors. Some doctors may impose extra fee, while some doctors may not charge extra fee. Persons other than students can also receive SIV in the activity but subsidies would only be provided to persons eligible under VSS<sup>1</sup>. Persons not eligible under VSS can also receive vaccination at the same activity at own cost.

**Roles and responsibilities of schools:** Schools should note that vaccination is a medical procedure. Schools and the doctor in-charge of the arrangement must give due consideration to safety and liability issues. Schools are reminded to stay clear of associating with any improper financial (or advantage) transactions with the doctor/medical organisation and participants of the activity.

The school should select a doctor who has enrolled in VSS and will provide outreach

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<sup>1</sup> Eligible groups under VSS include:

- persons aged 50 years or above;
- pregnant women;
- children aged 6 months to under 18 years (or aged 18 or above and studying in secondary schools in Hong Kong);
- persons with intellectual disability;
- persons receiving Disability Allowance; and
- persons who are recipients of standard rate of "100% disabled" or "requiring constant attendance" under Comprehensive Social Security Assistance (CSSA) Scheme of the Social Welfare Department.

vaccination service at non-clinic settings. Information of enrolled private doctors who will provide outreach vaccination service under the Programme are available at the

Centre for Health Protection (CHP) website (<https://www.chp.gov.hk/en/features/46428.html>). After selecting a VSS doctor, the school should liaise with the doctor about the terms of service, including arrangement on the venue and dates of the first and second dose vaccination. Once confirmed, the VSS doctor should submit the completed *Notification on Vaccination Activity at Non-Clinic Settings form*. For details, please refer to the “Guidelines on How to Arrange Vaccination Activities at Non-Clinic Settings” ([https://www.chp.gov.hk/files/pdf/guidelines\\_vaccination\\_nonclinic\\_eng.pdf](https://www.chp.gov.hk/files/pdf/guidelines_vaccination_nonclinic_eng.pdf)).

**Types of vaccines being used:** Injectable type (inactivated) seasonal influenza vaccines or nasal spray type (live attenuated) seasonal influenza vaccines can be used. Schools should discuss with the VSS doctor and **mutually agree** on the type of vaccine being used. For Frequently Asked Questions about the type of seasonal influenza vaccines, please refer to the following website: <https://www.chp.gov.hk/en/features/100764.html>.

**Delivery arrangement:** The purchase and delivery of vaccines should be arranged by the VSS doctor.

## Information Sheet

**Comparison between “Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme (SIVSOP)” and “Vaccination Subsidy Scheme (VSS) School Outreach (Extra Charge Allowed)”**

	<b>Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme (SIVSOP)</b>	<b>Vaccination Subsidy Scheme (VSS) School Outreach (Extra Charge Allowed)</b>
<b>Eligible Schools</b>	All SSs, PSs, KGs/CCCs (including special school)	
<b>Vaccine type available to choose</b>	<ul style="list-style-type: none"> <li>• Injectable type or nasal spray type (KGs/CCCs)</li> <li>• Injectable type ( SSs, PSs )</li> </ul>	<ul style="list-style-type: none"> <li>• Injectable type or nasal spray type</li> </ul>
<b>Charge</b>	Free	May impose extra charge
<b>Selecting a doctor</b>	By self-selection of doctors (from the list of doctors) or DH-matching	Self-selection of doctors (from the list of doctors)
<b>Arrangement (e.g. date, time)</b>	Discuss with doctors	
<b>Vaccine recipients</b>	<ul style="list-style-type: none"> <li>• School children (free)</li> <li>• Not include School staff and students’ family members</li> </ul>	<ul style="list-style-type: none"> <li>• School children (subsidized)</li> <li>• School staff and students’ family members (self-payment) *</li> </ul>
<b>Enrolment</b>	Invitation letter for enrolment issued through Education Bureau to all schools. Schools can indicate their choice of Programme and submit relevant forms to DH.	

\*Persons eligible under Vaccination Subsidy Scheme can have subsidy

- persons aged 50 years or above;
- pregnant women;
- children aged 6 months to under 18 years (or aged 18 or above and studying in secondary schools in Hong Kong);
- persons with intellectual disability;
- persons receiving Disability Allowance; and
- persons who are recipients of standard rate of "100% disabled" or "requiring constant attendance" under Comprehensive Social Security Assistance (CSSA) Scheme of the Social Welfare Department.

# **Enrolment Form**

## **2024/25 Seasonal Influenza Vaccination School Outreach Programme** **Primary School Outreach**

Please return this **Enrolment Form** to Programme Management and Vaccination Division, Emergency Response and Programme Management Branch of the Centre for Health Protection **by fax or email (Fax Number: 2320 8505/ Email Address: sivop@dh.gov.hk) on or before 15 July 2024.**

Please put "✓" into the appropriate box(es).

### **Part A: School Information**

Name of School :

School Address :

Region of the School:

Hong Kong/ Kowloon/  
New Territories East/ New Territories West

Total Number of Students:

Telephone Number:

Email Address :

Fax No.

### **Part B: Selection of SIV School Outreach Programme (Can select more than 1 options)**

**1. Please indicate which SIV School Outreach Programme your school will enrol in the 2024/25 academic year. (May enrol both programmes at the same time. Please refer to the Annexes for more information on the programmes)**

2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme  
(Please refer to **Annex I** and proceed to **Part C**)

2024/25 VSS School Outreach (Extra Charge Allowed) Programme\* (Please refer to **Annex II** and proceed to **Part D and E**)

\* Schools that select VSS School Outreach (Extra Charge Allowed) Programme may select a private doctor from the List of Enrolled Healthcare Service Providers in the eHealth System (Subsidies) website at <https://apps.hcv.gov.hk/Public/en/SPS/Search> starting in September 2024 and liaise with the doctor about the terms of service. For more information, please refer to the Guidelines on How to Arrange Vaccination Activities at Non-Clinic Settings ([https://www.chp.gov.hk/files/pdf/guidelines\\_vaccination\\_nonclinic\\_eng.pdf](https://www.chp.gov.hk/files/pdf/guidelines_vaccination_nonclinic_eng.pdf)).

Not joining any of the above programmes (Please indicate reasons of not joining and proceed to **Part D and E**)



*Reasons of not joining (Can select more than 1 options) :*

- Our school has insufficient resources (eg. floor space, manpower) to support the vaccination outreach activities
- Our school has tight term schedule and is unable to arrange vaccination outreach activities
- Will encourage students to receive SIV in private doctors' clinic enrolled in the Vaccination Subsidy Scheme (VSS)
- Will join outreach programmes organised by other organisations
- Others: \_\_\_\_\_

**Part C: Enrolment to 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme (SIVSOP)**

**2. Please select one of the following modes of operation for 2024/25 SIVSOP.**

School self-selection of doctors

(Please proceed to **Part D and E**, and fill in **supplementary form**. Please return **both enrolment form and supplementary form**.)

DH-matching of doctors

(Please proceed to **Part D and E** and return **enrolment form**. DH will match a service doctor with the school.)

**Part D: Collection of information – Statement of Purpose**

The information collected in this form will be used by the Government to process your application and for implementing and monitoring of the School Vaccination Programmes. The information are mainly for use within the Government for statistical and research purposes; and any other legitimate purposes as may be required, authorised or permitted by law. The information may also be disclosed by the Government to other organisations and third parties for the purposes mentioned above, if required.

**Part E: Declaration**

I declare that the information contained in the Enrolment Form to the Department of Health is true and accurate.

Signature of School Representative :

Name of School Representative \_\_\_\_\_

Rank of School Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**School Chop:**


# Supplementary Form

## 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme Primary School Outreach

### Information of Selected Service Doctor

Once your school has selected a service doctor and reached mutual agreement, please complete this **supplementary form** and return to Programme Management and Vaccination Division, Emergency Response and Programme Management Branch of the Centre for Health Protection **by fax or email (Fax Number: 2320 8505/ Email Address: sivop@dh.gov.hk) on or before 15 July 2024.**

Name of School: \_\_\_\_\_

### Part I - To be filled by school

Our school **agrees** to join the 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme and has contacted the following doctor/medical organisation to provide free influenza vaccination to students.

Name of doctor: \_\_\_\_\_

Name of medical organisation: \_\_\_\_\_

### Part II – To be filled by the service doctor

I **agree** to provide outreach vaccination services to the above school under School Self-selection of Doctors.

Signature of Enrolled Doctor :

Contact person: \_\_\_\_\_

Rank of Contact person: \_\_\_\_\_

Telephone number of  
doctor/medical organisation: \_\_\_\_\_

**Clinic/ Medical  
Organisation Chop :**

**To be submitted by school representative** after completing Part I and Part II

Signature of School Representative :

Name of School Representative \_\_\_\_\_

Rank of School Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**School Chop:**