

FLU CLINIC READY?

2026/27 Practical Checklist for Vaccinators



HEALTH
Academy

A quick checklist to help you prepare, deliver and follow up safe and effective flu vaccination clinics.



1. BEFORE THE SEASON

Get yourself ready.

- ☐ Complete annual flu vaccination update and mandatory training.
- ☐ Ensure BLS and anaphylaxis training are up to date.
- ☐ Confirm flu vaccination competency assessment/supervised practice completed as required.
- ☐ Review the 2026/27 National Flu Immunisation Programme guidance (groups, start dates and vaccine recommendations).
- ☐ Read any local pathways, SOPs and service specifications.
- ☐ Confirm the legal mechanism you will be working under (PGD/VGD/PSD or other applicable mechanism) and that you are authorised to work under it.
- ☐ Familiarise yourself with contraindications, precautions and key clinical considerations (Green Book Chapter 19).



2. BEFORE THE CLINIC

Prepare your environment and resources.

- ☐ Order vaccines in line with local guidance and expected demand.
- ☐ Check vaccine stock: product, batch numbers and expiry dates.
- ☐ Check fridge temperatures are within 2°C to 8°C and records are up to date.
- ☐ Ensure cold chain equipment and contingency plans are in place.
- ☐ Check clinic equipment: needles/syringes, PPE, cotton wool/gauze, hand hygiene, sharps bin, clinical waste, and IT/recording systems.
- ☐ Ensure anaphylaxis and other required emergency equipment is available, in date and ready for immediate use.
- ☐ Print patient information leaflets and ensure appropriate consent forms are available.



3. DURING THE CLINIC

Deliver safe, person-centred care.

- ☐ Confirm the patient's identity in line with local policy.
- ☐ Check eligibility, clinical history, consent and any previous reactions.
- ☐ Select the correct vaccine for the individual (check age, contraindications and precautions).
- ☐ Provide information and answer questions to support informed consent.
- ☐ Administer the vaccine safely using correct technique.
- ☐ Follow any post-vaccination observation requirements where clinically indicated or required by the vaccine information, legal mechanism or local policy.
- ☐ Accurately record vaccination details (product, batch no., route, site, date, consent and your authorisation).



4. AFTER THE CLINIC

Review, restock and learn.

- ☐ Ensure all records are complete and transferred to the correct system (clinical or national flu programme system) as per local process.
- ☐ Reconcile vaccine stock and update records.
- ☐ Check fridge temperatures and rectify any issues.
- ☐ Order/return stock as required and check expiry dates.
- ☐ Report and document any incidents, concerns or near misses.
- ☐ Brief the team: share learning, celebrate successes and identify improvements for next time.

KEEP THESE RESOURCES HANDY



The Green Book
Immunisation Against
Infectious Disease
www.gov.uk/greenbook



UKHSA Immunisation
Collection
www.gov.uk/collections/immunisation



2026/27 National Flu
Programme Guidance
Search on GOV.UK



PGD Templates
www.gov.uk/collections/immunisation-patient-group-direction-pgd-templates



National Minimum Standards
for Vaccination Training 2025
www.gov.uk/government/publications/national-minimum-standards-and-core-curriculum-for-immunisation-training



Vaccine Update
Newsletter
www.gov.uk/collections/vaccine-update



Always follow your local policies, procedures and professional judgement.
When in doubt – check the guidance.

healthacademy.uk