

Action Checklist for COVID-19

Vaccinations for Children Ages 5-11

This document is a resource for health centers to assess their readiness to administer COVID-19 vaccines to children ages 5-11. Widespread vaccination is a critical tool to help combat the pandemic. Pediatric vaccinations will be administered in accordance with all requirements and recommendations from the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the CDC Advisory Committee on Immunization Practices (ACIP).

HEALTH CENTER READINESS

- Ensure pediatric patients are caught up on their routine vaccinations and follow the [recommended child and adolescent immunization schedule for ages 18 years or younger](#) for co-administration of vaccine.
- Prepare to increase staffing levels and extend site hours as needed and where feasible.
- Consider increasing scheduling flexibilities, including expanding capacity for walk-in appointments and planning for mobile vaccine clinics to ensure access for hard-to-reach populations.
- Ensure staff receive adequate education and training to administer pediatric vaccinations. Ensure you have a process to verify that patients receive the right vaccine type and dose.
- Consider partnering with community youth-based organizations, local schools, school-based health centers, Head Start Programs, etc. to increase education outlets and access to pediatric vaccination opportunities.
- Ensure adequate on-site storage space (following proper storage guidelines), for additional information, refer to the [Pfizer Pediatric COVID-19 Vaccine Guide](#) and the [CDC Vaccination Storage Guide](#).
- Ensure additional equipment is on-hand, including: administration kits and syringes, ice packs, children's Band-Aids, stickers, shot blockers or other needle pain relief devices to make the experience more child-friendly.

INFORMATION TECHNOLOGY

- Remain aware of changes to Health Center COVID-19 Vaccine Program and/or jurisdictional immunization reporting requirements. For the latest Health Center Vaccine Program guidance and reporting requirements, visit the [Vaccine Program Online Community](#) (VPC) and [Health Center Survey](#) webpage. For the latest reporting guidance from your jurisdictional immunization program, contact your [Immunization Program Manager](#).
- Prepare data collection systems to support new requirements, including but not limited to new codes for billing and payments, survey reporting, and tracking vaccine types and doses.
- Ensure patient reminder and scheduling systems are up-to-date and have the capacity to handle increases in user traffic. Consider initiating a waitlist process for extra COVID-19 vaccines or last-minute appointment cancellations.

COMMUNICATION AND EDUCATION

- Prepare and distribute patient education materials to highlight the importance, safety, and effectiveness of the vaccine for children.
- Prepare and distribute patient education materials to highlight the safety of co-administered vaccinations, and tips for educating the parents on possible side effects from the vaccine.
- Ensure materials are clear, culturally competent, and accessible to all literacy levels. Leverage community, state, and federal partnerships to engage with hard-to-reach patients.

SUPPLY AND ADMINISTRATION

- Monitor trends in demand to anticipate sharp changes in inventory, including staying informed of local school, county, or state COVID-19 vaccination mandates for students.
- Track supplies and assess the need to adjust current ordering patterns, while avoiding stockpiling excess supply. Doses requested through the Health Center COVID-19 Vaccine Program should be used within 7-10 days.
- Vaccine Reminder: run down what you have, re-stock what you need, and report what you use.
- Update and maintain inventory/current stock on hand within VTrckS Partner Order Portal (VPOP).
- Consider transferring excess vaccinations to nearby health centers to reduce waste. Refer to [Program Vaccine Transfer Resources for additional information on transfers.](#)

STAY CONNECTED

- Visit the CDC [COVID-19 Vaccines for Children and Teens](#) for the latest guidance.
- Frequently check the [VPC](#) to review program updates, training/technical assistance information, and engage with other health centers. For help logging in or requesting access, please contact [Health Center Program Support](#).
- Tune into the Health Center COVID-19 Vaccine Program's office hours. Visit the VPC's Upcoming Events page under the [Discussion Board](#) for more information.
- If you receive COVID-19 vaccine supply from your jurisdiction, check in with [Immunization Program Manager](#) for the latest information.
- Visit the [Health Center COVID-19 Vaccine Program](#) main webpage for general information.
- Promote engagement, coordination, and communication with the Primary Care Association (PCA) for your jurisdiction.