



Australian Government



# Checklist for planning and delivering COVID-19 vaccination doses in residential disability accommodation

**Updated November 2021**

The following checklist provides guidance for disability residential accommodation providers to help in planning and delivering a safe and efficient COVID-19 **primary vaccination or a booster dose**. It is recommended disability providers start planning as early as possible as some activities will take time to organise.

Residential disability accommodation services will be contacted via phone call by a Commonwealth vaccination provider to organise in-reach for booster doses if at least six months has passed since the administration of the second dose of the COVID vaccine.

If you have any questions about the administration of the COVID vaccine at your site please contact your vaccine administration provider or the Department of Health via email, [COVID19VacTFDisabilityServices1A@Health.gov.au](mailto:COVID19VacTFDisabilityServices1A@Health.gov.au).

Planning	Yes / No	Person responsible	Completion
Identify the lead contact and give the name to your immunisation provider.			
Make sure you are across all COVID-19 vaccine guidance material, and relevant public health orders.			
Ensure that key staff on site have contact details for the immunisation provider that will be supplying the vaccine team to your site and your lead contact.			
Consider how you will talk to the people with disability you support and workers about having the vaccine or a booster dose and how you will seek informed consent. (See our separate information sheet on consent forms, including our Easy Read format).  If someone needs help to decide whether to have the vaccine or booster dose, contact the person that usually supports them to make decisions e.g., guardians. You should contact them as early as possible. If this is a Public Guardian, start this early as it may take time due to demand.			
Allow as much time as possible for the vaccination information pack to be provided to all people with disability, families and/or substitute decision maker. This should be prior to the discussion of consent.			

Physical	Yes / No	Person responsible	Completion
Plan out the physical set up for vaccinations (refer to Site Checklist).  Talk to the immunisation provider if you have any concerns about the site meeting the physical environment requirements.			
Identify which people with disability may need to be vaccinated or receive their vaccination in their room. Consider if they should be vaccinated at the start or the end of the vaccination time. They will each need to be monitored directly for 15 minutes post vaccine by the immunisation provider.			
Provide ways for people with disability and families to ask extra questions around suitability prior to vaccination day. This may include supporting people with disability to talk to their GP or other health professional before having the vaccine or booster dose.			

Physical	Yes / No	Person responsible	Completion
Make sure you have plenty of hand sanitiser and antibacterial wipes in stock and have in place <a href="#">COVIDSafe practices</a> .			
Make sure you have a way of identifying people with disability. Especially those who may not be able to state their own name and date of birth in English for any reason.			

Staffing	Yes / No	Person responsible	Completion
Ensure you have enough workers who are familiar with the people with disability to support them having the vaccine or booster dose and determine who may need extra reassurance, help and oversight.  This may include having a family member or carer with them at the time of vaccination.			
Make sure roles and responsibilities on the day are clear for everyone.			
Share information with workers about how the vaccination process will operate on the day.			
Ensure that workers understand potential side effects so they can monitor and support people with disability.			

Communication	Yes / No	Person responsible	Completion
Talk to people with disability and workers. Distribute the 'what to expect' document, and encourage people to find out more information, including translated information on the Department of Health's <a href="#">COVID-19 vaccine information web page</a> .			
Consider how you can support and engage with people with disability and their families and workers to encourage uptake of the vaccination or booster dose.			
Enable people who would like more information or discussion to talk to their GP or other health professionals.			
Consider how you will communicate with families and guardians after vaccination to give reassurance about wellbeing.			

Consent	Yes / No	Person responsible	Completion
Start giving people with disability and workers access to information early, including facilitating discussions with GPs where needed or desired.			
Consider the ways to encourage supported decision making or substitute decision-making approaches to consenting to the vaccination or booster dose.  Consider how you will give information and discuss it with people with disability and substitute decision makers to align decisions with the individual's known or likely wishes and preferences.			
Organise consent discussions early if possible. Some people need a long time to weigh up information and decide.			
You will need to have evidence of consent for the immunisation provider to view at the site. (See our separate information sheet on consent.)  A copy of the consent form (needed for first and second vaccinations and for booster doses) or other evidence is needed for the immunisation provider to take with them for their records. Contact details for each person's GP is also needed.			

Supporting people with disability on the day	Yes / No	Person responsible	Completion
Where appropriate, work with families and carers to ensure a support person will be present to help people with disability on the day, e.g., to translate information, calm nerves, or give reassurance.			
Have a method to visibly identify who has received the vaccine or booster dose to help with monitoring a change in condition which might be vaccine related.			
Plan and develop processes and protocols for how you will monitor people with disability and workers after vaccination. Understand the possible side effects and how they might impact individuals.			
Know how you will report adverse events and what action you will take to support people with disability and workers.			