

**SERVICE SPECIFICATION –
Calderdale Influenza Vaccination Scheme**

Service	CIVS (Calderdale Influenza Vaccination Scheme)
Author	Senior Health Protection Practitioner, Calderdale Council.
Provider	Community Pharmacies operating in Calderdale.
Period	1 st October 2025 – 31 st March 2026

1. Purpose

Calderdale Council has a statutory public health duty to protect the health of the resident population. This extends to ensuring adherence to the annual recommendations and best practice guidance set out nationally to campaign and protect the local population against influenza.

Seasonal influenza vaccination remains a critically important public health intervention and a key priority for 2025 to 2026.

Seasonal influenza virus (and other respiratory viruses) could co-circulate alongside COVID 19 which have the potential to add substantially to the winter pressures usually faced by the NHS, particularly if infection waves from both viruses coincide. This could bring operational challenges to the local public sector and business continuity issues, in addition to the risks of personal harm. To this end, the Council has agreed to commission a service to extend the offer of free influenza vaccination to the following groups:

- All Calderdale Council employees
- Staff in Calderdale care settings, including domiciliary care
- Staff in early years settings and early years providers
- Staff in all primary, secondary and post-16 education providers
- Volunteers for Calderdale Council (council letterheaded confirmation letter required)

The vaccinations will be administered to individual staff presenting at pharmacies with proof of their employment as detailed below in section 3. Council volunteers who do not have Council IDs or payslips will be provided with a letter from Public Health on Council letterheaded paper to confirm their eligibility.

The programme will be coordinated by Calderdale Council Public Health, working closely with Community Pharmacy West Yorkshire.

2. Aims

The aims of the Calderdale Influenza Vaccination Scheme (CIVS) are:

- To provide influenza vaccinations to identified groups of employees, or Calderdale Council volunteers, working within the Calderdale Local Authority boundary.
- To reduce the morbidity and mortality rates from influenza disease, and the comorbidity associated with influenza and COVID-19, by reducing the transmission of influenza to vulnerable service users
- To maintain business continuity by protecting workers within the local authority, education and early years and care settings
- To maximise the uptake of influenza vaccinations

3. Service Outline

It is a requirement that the Provider offers immunisation against influenza infection to those identified as being eligible by their employer or by the Local Authority. Eligible individuals will either work in or run their business in Calderdale. The eligible cohorts are as follows:

- All Calderdale Council employees
- Staff in Calderdale care settings, including domiciliary care
- Staff in early years settings and early years providers
- Staff in all primary, secondary and post-16 education providers
- Volunteers for Calderdale Council (council letterheaded confirmation letter required)

All those entitled to a free flu vaccination under this service can receive one by presenting any of the

following proof of their employment in the above settings:

- Workplace photo ID badge
- Professional registration document
- Payslip from within the last 3 months
- Council letterheaded confirmation letter (For Calderdale Council Volunteers only)

This service is only available to those who are ineligible for NHS vaccination.

If individuals present are eligible for the NHS vaccination service, vaccination should be offered under that service. Individuals must not be vaccinated under this CIVS scheme if they are eligible for the NHS service. Pharmacies will need to check the status of individuals in this respect prior to vaccination.

The service will operate from and including 1st October 2025 until and including 31st March 2026.

It is a requirement of the scheme that the Provider undertakes, in accordance with their Patient Group Direction to offer immunisation from the beginning of the scheme until the end of the scheme as stated above unless a shortage of vaccines causes the scheme to end prematurely. The Provider will work under PGDs developed by their own organization or a PGD under which they are authorised to work.

The NHS Seasonal Flu PGD cannot be used for this service.

Training

The vaccine is to be administered by an appropriately trained pharmacist or pharmacy technician, included and authorised under the pharmacy Patient Group Direction (PGD) for flu vaccinations. It is a requirement that the Provider ensures pharmacist or pharmacy technician who is involved in administering a vaccine has undertaken the following training:

- Meets the training requirements set out in the NHS Advanced Flu Service Specification 25/26. Meets any additional training requirements as stated in the pharmacy PGD for flu vaccination (and are listed as one of the registered healthcare professionals allowed to work under it).
- Practical training with regard to the administration of the vaccine.
- Training with regard to basic life support and the recognition and initial treatment of anaphylaxis
- Training to undertake administration of medicines under Patient Group Directions
- The pharmacist/pharmacy technician providing the service must have completed the vaccination services Declaration of Competency (DoC) in the last 2 years

The Provider must ensure that any pharmacist, (or pharmacy technician if allowed under the PGD), delivering the service is competent to deliver it and must keep evidence of competency for all staff that they employ/engage to deliver the service.

The Provider will be responsible for purchasing the seasonal influenza vaccine for this service. The vaccine to be administered is the appropriate inactivated flu vaccine as listed in the NHS England, UKHSA and Department of Health national flu immunisation programme 2025-26 letter (the annual flu letter). It is a requirement that the Provider ensures that:

- All vaccines are stored in accordance with the manufacturer's instructions, including cold chain for vaccines that are removed from the refrigerators.
- All refrigerators in which vaccines are stored have a maximum/minimum thermometer and that readings are taken from that thermometer on all working days.
- There is a process in place to take action if refrigerator readings are outside of the expected range.

The Provider must have a standard operating procedure in place for this service, which includes procedures to ensure cold chain integrity and Infection Prevention and Control.

It is a requirement that the Provider supplies the Council with such information as it may reasonably request for the purpose of monitoring the Provider's performance of its obligations under the service. This will be done using the PharmOutcomes platform. The Council will not ask Community Pharmacy West Yorkshire, or any individual pharmacies, for any Personally Identifiable Information.

4. Eligibility to provide the service

The Provider will be accepted for the provision of this service if it self-certifies compliance with all points set out in section 3 above and all points below;

- Private facilities are available from which to administer the flu vaccination. Vaccinations can be offered in any area of the pharmacy where suitable facilities are available and patient confidentiality is able to be respected. However, the vaccination must take place in the consultation room wherever the patient expresses this preference. *
- There is sufficient space within the private facilities in which to administer first aid. For example, to manoeuvre service users into the recovery position.
- Stocks of adrenaline are held on site (Facilities from where the vaccine is administered)
- The pharmacy has appropriate indemnity insurance.
- The pharmacy has a sharps waste collection service.
- The pharmacy provides a suitable PGD to enable the provision of non-NHS influenza vaccination.
- The pharmacy PGD must enable vaccination for working age adults i.e. allow vaccination for those aged 16 and over
- The pharmacy is not subject to current NHSE&I concerns or investigations.

* The Provider also has the option of offering off-site vaccination – see section 5.

When providing vaccinations away from the pharmacy premises the pharmacy must follow appropriate cold-chain storage measures and ensure that the setting used to administer the vaccinations is appropriate. The Provider must ensure there is an on-site pharmacist supervising delivery of the service.

Education Training and Support

The Provider should have a planned programme of education, training and support in relation to the delivery of this service. This will include:

- Ensuring all staff involved in providing this procedure are trained and competent to undertake the procedure and maintain competence to do so
- Designating a senior clinician in the pharmacy to have overall responsibility for the service
- Identifying staff time (including responsibility and accountability) to deliver the service

Service user experience and engagement

- The Provider will be expected to provide monitoring data as agreed by recording all interventions using PharmOutcomes data capture
- Cooperate, when required, if the Council requests support to undertake an assessment of staff experience of the service

5. Off-Site Vaccinations

- Vaccinations can be carried out off site. The Provider must arrange this directly with the appropriate Calderdale Council department or organisation. (Note; there is no additional payment for off-site vaccinations).
- The Provider must ensure there is an on-site pharmacist supervising delivery of the service (or delivering the vaccination service themselves) and that vaccinators:
 - Are delivering vaccines in accordance with the PGD.
 - Have appropriate professional indemnity that covers off-site vaccinations.
 - Continue to adhere to all professional standards relating to vaccinations.

- Follow appropriate cold-chain storage measures.
 - Ensure that the setting used to administer the vaccinations is appropriate (including ensuring patient confidentiality).
 - Appropriately dispose of any clinical waste or personal protective equipment used during the vaccination process.
- The pharmacy should ensure they take sufficient consumables, including anaphylaxis kits, to the setting.
 - The pharmacy must ensure that the cold chain storage of the vaccines must be maintained at all times. This includes:
 - Check the packaging for any tampering or damage and confirm the vaccines have been appropriately stored and the cold chain has been maintained at +2°C to +8°C.
 - Required vaccines should be collected and removed from the drug fridge on the day of administration, just before use and transferred to an appropriate validated cool box (as supplied by a medical company) with the appropriate insulation to keep the temperature between +2°C to +8°C for transportation.
 - The vaccines should be kept in their packaging and insulated (for example using bubble wrap) from the cooling system to avoid the risk of freezing.
 - Any unused vaccines should be returned to the pharmacy fridge within 8 hours of first removal.
 - It is the pharmacist's responsibility to keep the vaccines stored between +2°C to +8°C at all times.
 - Pharmacy contractors must ensure that they meet the requirements of The Waste (England and Wales) (Amendment) Regulations 2012 in terms of transferring pharmaceutical waste from the site of vaccination back to the pharmacy premises for subsequent safe disposal.
 - The pharmacy should ensure that they have sufficient patient consultation forms and patient information leaflets for every patient vaccinated.

6. Quality and Clinical Governance Standards

The Provider will ensure that service users receive a quality service whilst in their charge and will ensure the following quality standards are in place:

- Ensure adherence to best practice, and commitment to continually improving the service.
- Meet all clinical standards, legislative guidance and local procedures as required of the service.
- The Provider must ensure that appropriate risk management and health and safety procedures are in place.
- The Provider must ensure appropriate systems are in place to report Serious Untoward Incidents
- The Provider must ensure appropriate standards for the prevention and control of infection is in place.

This will include:

- Providing a clean, safe environment and appropriate hand washing facilities
- All clinical procedures must be carried out in accordance with local and national guidance.
- Disposal of equipment/needles must be in accordance with local and national guidance.

The Provider will ensure that service users receive a quality service whilst in their charge and will ensure that quality standards are in place in order to meet the requirements of section 5 above.

7. Information and Data Collection Requirements

The Provider must ensure maintenance of accurate records, including informed consent, record of interventions, reviews, and outcomes to meet the requirements of section 5 above. All required service data will be recorded on the appropriate PharmOutcomes platform. This is in addition to the records that the Provider is responsible for maintaining as specified within the Provider influenza PGD.

The Provider must retain records of service activity and ensure that client records are retained in line with the NHS code of practice for records management and associated guidance.

8. Service Review

This is a service commissioned for the annual year 2025/2026 due to the increased risks of concurrent influenza and COVID-19 transmission. Any further contract will depend partly on the contextual risk at the time and partly on the review of the performance of this scheme.

9. Activity & Costs

The Commissioner, in agreeing to this service specification, in no way commit themselves to the capital expenditure or revenue consequences of the equipment necessary for particular procedures covered by this service.

The Fees payable to the Provider per influenza vaccination administered shall be:

1. The cost of the vaccine, at the same rate the NHS Community Pharmacy Influenza Vaccination Service pays the Provider; and
2. An administration fee, payable at the standard NHS flu vaccine payment rate for pharmacy contractors (£9.58 in 2024/25. The NHS flu vaccine payment rate for 2025/26 is yet to be confirmed).

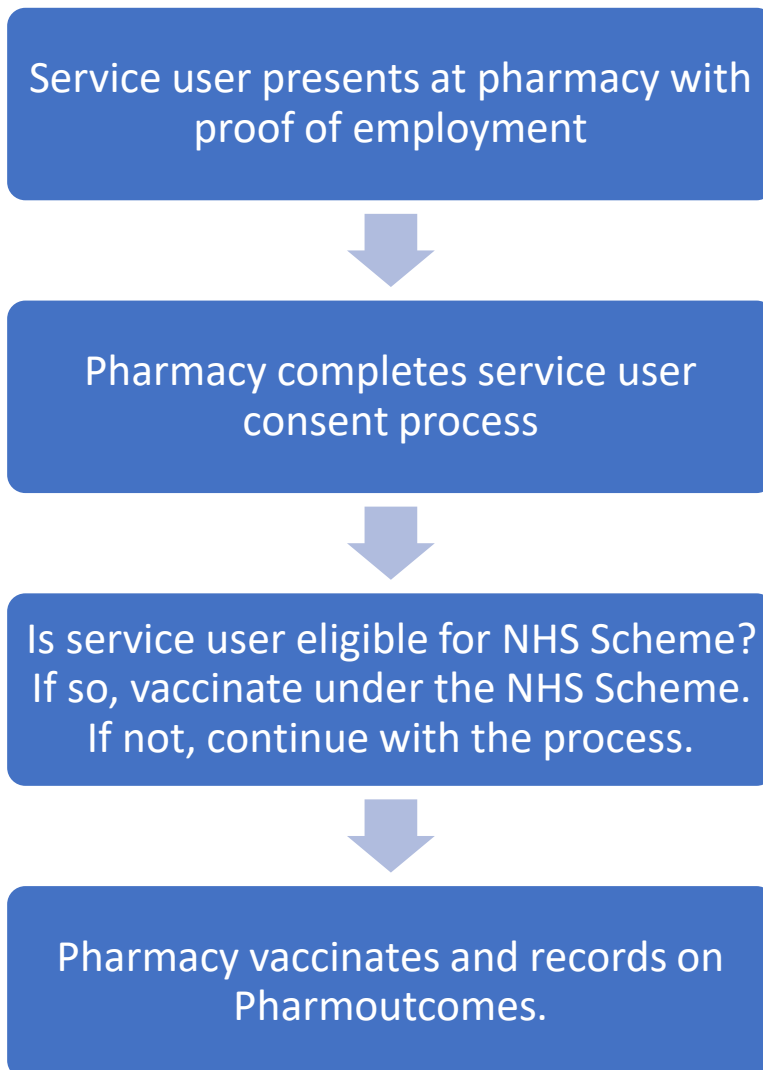
The Fees specified above are exclusive of any applicable VAT. Any applicable VAT will be payable in addition to the rates stated above.

This amount includes a contribution in recognition of expenses incurred by community pharmacies in providing this service. These include training, provision of a suitable PGD and disposal of clinical waste. Records of vaccination will be retained in accordance with the Provider's standard operating process (good practice recommends retaining for eight years).

10. References

- The influenza immunisation programme 2025/2026
- <https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan-2025-to-2026/national-flu-immunisation-programme-2025-to-2026-letter>
- The Green Book Chapter on Seasonal Influenza
<https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19>

Flow chart for Calderdale Influenza Vaccination Scheme



11. EXPRESSION OF INTEREST – CALDERDALE INFLUENZA VACCINATION SCHEME (CIVS)

To express an interest in providing the Calderdale Influenza Vaccination Scheme 2025/2026 please complete the details below:

Pharmacy Name	
Pharmacy ODS Code	
Pharmacy Address	
CIVS operating hours and days	
Lead contact for the service	
Email and telephone contact	
Any additional info (e.g. walk in service or appointment only)	
I confirm that the pharmacy listed above has an appropriate private PGD, suitably trained staff and will provide the service in accordance with the specification listed	Signed:
	Dated:
I would be interested in providing off- site vaccinations and have an appropriate PGD and insurance cover	Yes/ No

Please return the completed agreement to Joanne Ngan by email: Joanne.Ngan@calderdale.gov.uk

Closing date for completed agreements: Tuesday 30th September