

National Immunisation & Vaccination System (NIVS)

School Flu User Guide



Table of Contents

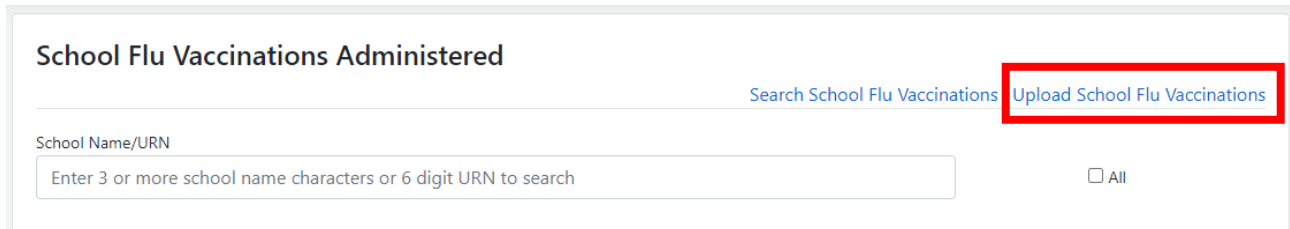
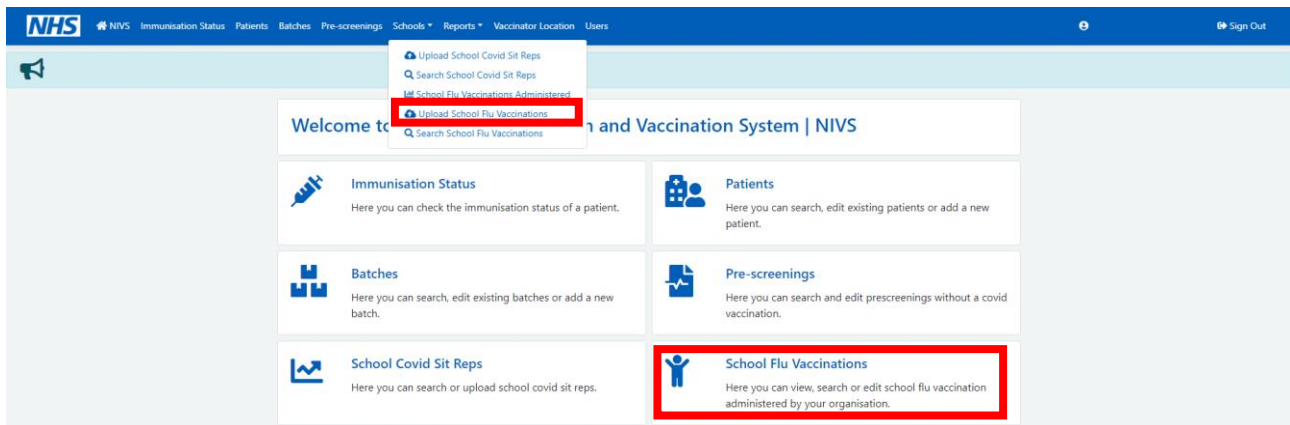
1. Uploading School Flu Vaccination Files.....	3
2. Editing School Records.....	4
3. School Flu Vaccination details for your Organisation	6

1. Uploading School Flu Vaccination Files

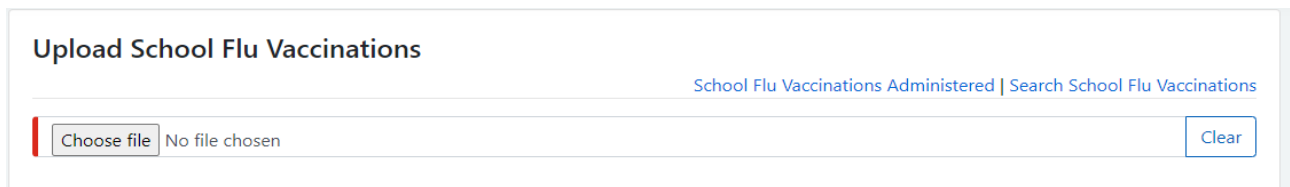
To upload vaccinations, please fill in the CSV file template with the information based in the technical specification. If you do not have the technical specification, please email us at nivs@england.nhs.uk.

Once you have filled in the CSV file, you will need to submit the CSV file using the upload function, following either of the 2 steps below:

1. Click on **Upload School Flu Vaccinations** under the **Schools** dropdown on the top banner.
2. Click on the **School Flu Vaccinations** box, and then click on **Upload School Flu Vaccinations** on the subsequent screen.



Following either of the steps above will take you to this screen below, where you can upload the vaccination file:



The system will validate your file, highlighting any identified errors. These will need to be corrected before you are able to upload.

File validation failed! Please correct the errors and try again.

Row Error

8 Incorrect "ANATOMICAL_SITE". Allowed options are: "Left Buttock", "Right Buttock", "Left Thigh", "Nasal", "Oral", "Left Upper Arm", "Right Upper A

You can see from the example above that, if there are any errors, it will highlight which row the error is on and the field that needs attention.

Once this has been corrected you will get a message, saying the file has passed validation, as per below. REMEMBER to press the Upload button

Upload School Flu Vaccinations

Choose file Training - FAKE DATA - School_Bulk_Upload CORRECT.csv

Clear

File validation passed successfully. Please click the upload button to complete the process.

Upload

2. Editing School Records

To edit a school record that has been uploaded incorrectly, you will need to click on this option on the homepage:



School Flu Vaccinations

Here you can view, search or edit school flu vaccination administered by your organisation.

Once you have clicked on this, you will need to click on Search School Flu Vaccinations, as below:

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#)

[Upload School Flu Vaccinations](#)

School Name/URN

Enter 3 or more school name characters or 6 digit URN to search

All

You will be directed to this page, where you will be able to search for the record that needs editing by entering the demographic details and selecting search.

School Flu Vaccination Search

NHS Number Forename Surname Date Of Birth Postcode

[Search](#)

NOTE: You can search using partial demographic data.

Once you found the record that you want to edit, select the correct version, and edit by selecting the last blue box at the end of the record

Search School Flu Vaccinations

[School Flu Vaccinations Administered](#) | [Upload School Flu Vaccinations](#)

NHS Number Forename Surname Date Of Birth Postcode

[Search](#)

School Flu Vaccinations

NHS Number	Name	Date Of Birth	Postcode	Vaccinated Date	Edit
	John Smith	11/09/2011	LE2 2DA	14/08/2021	✎
	Peter Smith	13/09/2012	LE10 2PX	17/08/2021	✎

You are then able to edit the record you want and change the details that have been entered by mistake. Once you have finished, select Save.

Edit School Flu Vaccination

School NHS Number

Forename Surname Gender Date Of Birth Postcode

Vaccinated? Yes No Date Of Vaccination

Vaccine Type Batch Number Batch Expiry Date * Anatomical Site

Performing Professional Forename Performing Professional Surname Consent Type

[Save](#)

3. School Flu Vaccination details for your Organisation

On the home page for school age vaccinator, there is now the option to see the total School flu vaccinations for your organisation.

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#) | [Upload School Flu Vaccinations](#)

School Name/URN

Enter 3 or more school name characters or 6 digit URN to search
 All

You can search for the school's name or URN number. This will then bring you back the details of the first and last vaccination dates and the total count.

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#) | [Upload School Flu Vaccinations](#)

School Name/URN

New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chesterfield
 All

School	First Vaccinated Date	Last Vaccinated Date	Uploaded Count	Vaccinated Count
Total			47	34
New Whittington Community Primary School	14/08/2021	27/06/2022	47	34

Version	Date	Author	Approved By	Description
1.0	12/08/2022	Harrison Whitworth	Vicky Nelson	Initial Version