National Immunisation & Vaccination System (NIVS)

School Flu User Guide

Review Process

A review of current User Guides should take place annually.

Review Date:	23/02/2026
Approved by:	
Expiry Date:	23/02/2027

Contents

1. Access requirements

Please ensure that your NIVS account is enabled and that you can access the platform. You can do this by logging into NIVS from the sign in page at https://nivs.ardengemcsu.nhs.uk/ using your OKTA account email address and password.

If you have logged in successfully you will see the NIVS homepage with tiles or options available to select. If your account is disabled you will be presented with a list of your Trust Superusers, that will be able to activate it for you.

### Welcome to National Immunisation and Vaccination System | NIVS

School Flu Upload
Here you can upload vaccination for school age children.

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

You will require the "School Vaccinator" role to upload school flu vaccinations, you can check that you have this role assigned by clicking your email address at the top right of the NIVS homepage when logged in which will bring up your profile including assigned roles.
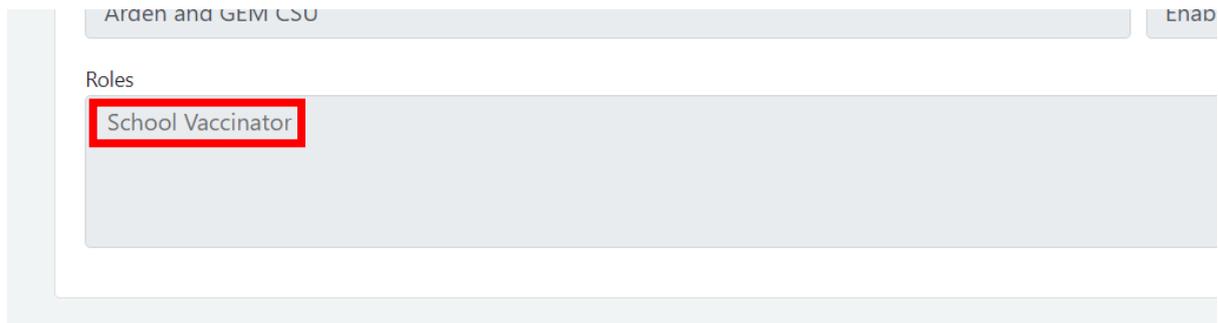
If you do not have the School Vaccinator role, please contact your organisation superusers, If you experience any issues or need any further assistance with your account, please contact nivs.support@nhs.net

2. Upload file creation

To upload your vaccinations, you will need a completed .CSV template file. Details on how to enter the information can be found on the technical specification document. Both of these documents can be found on our website at COVID-19 National immunisation and vaccination programme - NHS Arden & GEM CSU (ardengemcsu.nhs.uk)

The template contains the necessary fields that are required to upload school flu vaccinations in NIVS.

The specification contains the information with examples to help complete the template fields.

4. Data File Definition

Mandatory (M) – field **must** be populated

Conditionally Mandatory (CM) - field **must** be populated where guidance notes below instruct it

Required (R) – field **must** be populated, but **only where data is available** and **guidance notes below instruct it**

Optional (O) – Supplier may choose to include this, where data is available

Note: Only factually correct information must be submitted

4.1 Vaccination Data Items

Pos.	Field Name	Data Type	Length / format / values	M/CM/R/O	Notes
1	ORGANISATION_CODE	STRING	3	M	**ODS Code of organisation vaccinating child** **https://odsportal.digital.nhs.uk/**
2	SCHOOL_URN	Number	6 Chars 999999 For Home Schooled 888888 For unknown school	M	
3	SCHOOL_NAME	String		CM	Required where School URN is

Scrolling down to the Data file definition you will find a list of all the fields found on the template and additional information about them.

20	LOCAL_PATIENT_ID	String	e.g. 1) Example of a "single instance for all customers" Supplier system ACME-patient123456 2) Example of "per customer instance" Supplier system ACME-CUST1-pat123456 ACME-CUST2-pat123456	M	Local Patient / System ID from vaccinating organisation. This must be a unique code within the vaccinating organisation
21	LOCAL_PATIENT_ID_URI	String	https://supplierABC/identifiers/patient https://supplierABC/ODSCode_NKO41/identifiers	M	A URI for the system that has allocated the local patient identifier. Note, this must be unique within a given Supplier system or instance of Supplier system

Entries for Field 20 Local patient ID must be the local patient/system ID from whatever supplier system your organisation uses, this ID must be unique to the patient and a unique code within your organisation. some examples of this ID are provided on the specification using Cinnamon as the example supplier system.

Entries for Field 21 local patient ID URI will be the URI that your supplier system has allocated the local patient ID used in field 20, this must be unique within the given supplier system or instance of the system. In situations where a supplier has multiple systems then the systems can be numbered 1,2,3 etc.

3. Uploading School Flu Vaccination Files

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:
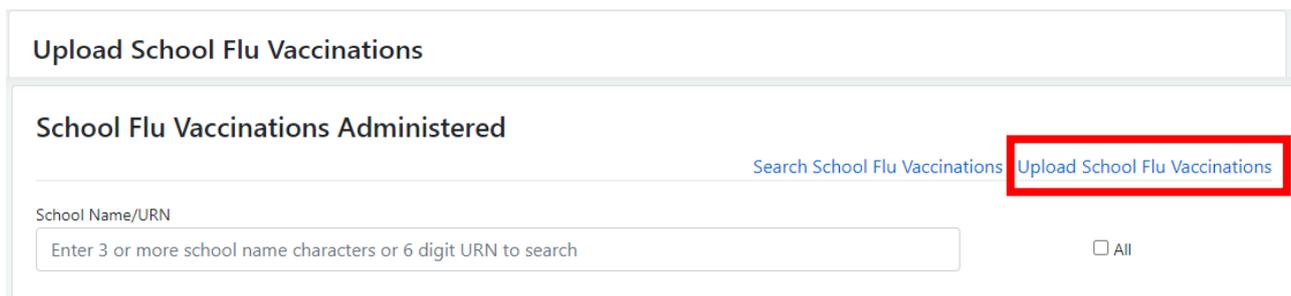
The system will validate your file, highlighting any identified errors. These will need to be corrected before you are able to upload.
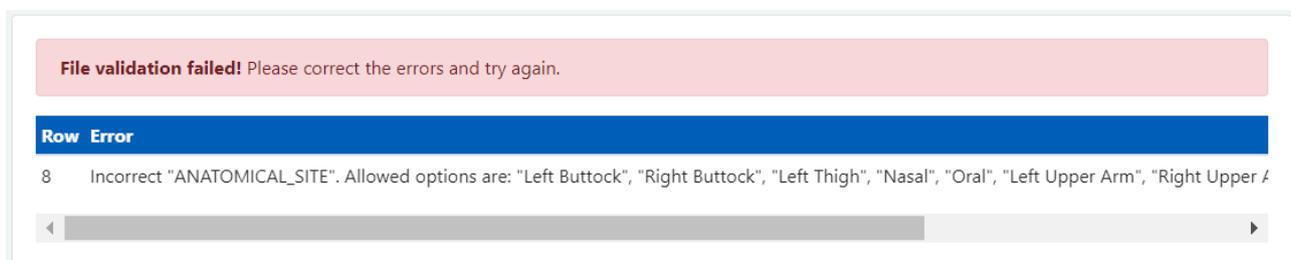
You can see from the example above that, if there are any errors, it will highlight which row the error is on and the field that needs attention.

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 ℹ

| Choose file | Training - FAKE DATA - School_Bulk_Upload CORRECT.csv | Clear |

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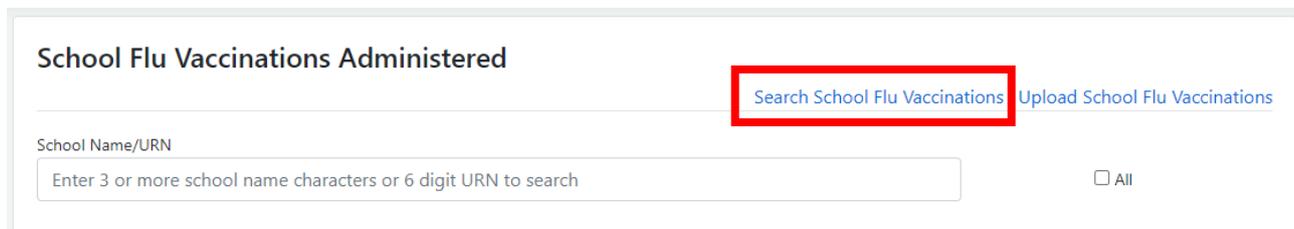
⬆ Upload

4. Editing School Flu Vaccination Records

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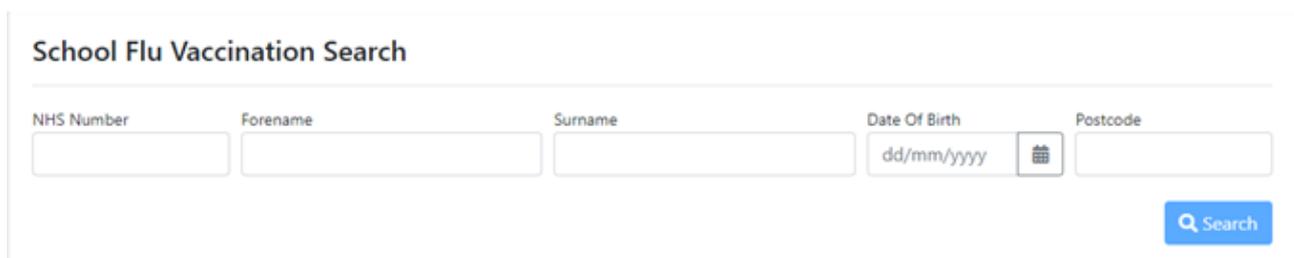

Once you have clicked on this, you will need to click on Search School Flu Vaccinations, as below:

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.

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
		smith	dd/mm/yyyy	

Q 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
Hollyfast Primary School		

Forename	Surname	Gender	Date Of Birth	Postcode
John	Smith	Male	11/09/2011	LE2 2DA

Vaccinated? ● Yes ○ No

Date Of Vaccination
14/08/2021

Vaccine Type	Batch Number	Batch Expiry Date *	Anatomical Site
AstraZeneca Fluenz Tetra LAIV	123013325	11/09/2011	Nasal

Performing Professional Forename	Performing Professional Surname	Consent Type
Mark	Chapman	Parental Consent

🖫 Save

Note: Privately administered vaccination are NOT shared with NHS England therefore will not be shown on NIVS.

5. 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

6. Contact Details

For most queries, you should email the helpdesk with any screenshots or descriptions of any issues you are experiencing. We are also contactable by phone.

Email: nivs.support@nhs.net
Phone: 03330 384 268
Helpdesk Operating Hours: Monday to Friday: 08:00 – 18:00, Saturday and Sunday: 08:00 - 16:00

You can also find further supporting documentation on the Arden & GEM website:
https://www.ardengemcsu.nhs.uk/nivs

Version History

Version	Date	Author	Approver	Changes
1	28/07/2023	Jack Waters	Vicky Nelson	Updated Version
2	08/02/2024	Jack Waters	Vicky Nelson	Updating Header logos
2	22/01/2025	Nkiere Mudianga		Updated number
3	23/02/2026	Rob Orton	Elizabeth Rushton	Updated contact details