**CARD Resources booklet for principals/school staff**

Filename: CARD resources for principals

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**There are 4 items in this document:**

1. **Conversation starters (for discussions with principals)**
2. **Principal agreement and checklist**
3. **Supporting documents for principals – Correspondence and Announcement Templates**
4. **Main messages for school staff**

**1. Conversation starters**

**Ideas to help you prepare for your meeting with the Principal:**

“We are making some changes to our school immunization program in order to improve student safety and the student experience. New research evidence has identified aspects of the physical space, processes and student immunization education that are important for success.

We are incorporating this new evidence in our practice. These strategies are integrated into a program called The CARD™ System (C-Comfort, A-Ask, R-Relax, D-Distract) that will be implemented at all of our schools.

We started to use CARD in 2019, but then were interrupted with the pandemic. Our own project proved that CARD reduced fear, pain and fainting during school vaccinations in our region. This project was written up and is published in the academic literature along with other studies showing similar results.

This work will be done by the immunizers and public health staff as part of the regularly scheduled school-based immunization clinics. For example, with respect to the immunization space, we are ensuring we use a space that is safe for students and staff. There must be a sufficient area to setup several immunization workstations, and a private space for students that require privacy. A separate waiting area must also be available, outside the immunization space, so students are not watching others being vaccinated when it is not their turn. This will help to prevent fear contagion - which is the spreading of fear to others.

We request some classroom time to teach students about immunization and prepare them how to cope with pain, fear and fainting. This includes allowing them to plan coping strategies they prefer to use during immunization. This includes things like having a support person present and using distractions. This prepares students for vaccination, reduces fear and serious side effects like fainting. It helps build skills in coping that students can use in the future for vaccinations or other stressful situations, promotes self-efficacy and mental health. We will ask for your permission for students to use personal items such as electronic devices to serve as distractions during immunization. Distractions are preferred coping strategies for the majority of children. We will also bring some distractions in case students forget or do not have one.

We have created a checklist of these best practices to be sure we cover everything. I look forward to working with you and your school to implement them and support students during immunization. Would it be ok to set up a time to go over this checklist with you?"

Also: Your school nurse will be reviewing CARD™ with you when he/ she plans for your school’s immunizations. If you would like, please take a few minutes to review the short video link below for an overview of The CARD™ System: [https://www.youtube.com/watch?v=FXj6ELi4BVg&feature=youtu.be](https://youtu.be/FXj6ELi4BVg)

**2. Principal Agreement and Checklist**

*(To be reviewed with principal)*

|  |  |
| --- | --- |
| **School Name:** |  |
| **Principal:** |  |
| **Public Health Nurse:** |  |
| **Today’s Date:** |  |
| **Date for follow-up meeting:**  ***(late August – early September)*** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class Teaching session date(s):** | **Immunization Round 1**  **(Date)** | **Immunization Round 2**  **(Date)** | **All dates added to the School Calendar** | **Space Booked for Main Program  (both rounds)**  **(Library recommended)** | **Space Booked for Privacy  (both rounds)**  **(i.e., private office, adjacent to main program)** |
|  |  |  | * Yes * No | * Yes * No   Location: | * Yes * No   Location: |

**Principal confirms providing the following accommodations and items will be available:**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
|  |  | Main clinic space for immunizations (comfortable, temperature controlled, no hazards) – library is the preferred location for most schools |
|  |  | Tables for vaccinating staff to utilize as immunization workstations |
|  |  | Chairs for students, a support person, and vaccinating staff |
|  |  | Separate room/office within or adjacent to main clinic space with door allowing for private immunizations |
|  |  | Pre-immunization waiting area outside of main clinic space with seating/chairs |
|  |  | No through-traffic in immunization space (access limited to those involved in clinic) |
|  |  | Gym mat(s) to allow students to lay down if they feel unwell |
|  |  | Gym ball(s) to facilitate muscle tension exercises to prevent fainting |
|  |  | Use of personal devices for student distraction to promote coping – or alternative (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | Posters/coverings on windows to prevent people from watching immunizations |
|  |  | Class-based education for students about immunizations and CARD by public health |
|  |  | Provide information about CARD to staff |
|  |  | Provide information about CARD to parents/caregivers |
|  |  | Send out reminders to staff, students and families about immunization day |
|  |  | Food/snacks or special food day at school (explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Other (e.g., no special events, such as tests, trips on immunization day):\_\_\_\_\_\_ |

**Other notes:**

Students will be able to select their preferred coping strategies from a checklist. These may include using a distraction item/activity, having a support person present, getting immunized in private, or using a topical anesthetic (medicine that numbs the skin). Public health nurses will be responsible for supporting children in their preferred coping choices during immunizations.

Please specify any special considerations within the school that will impact the immunization program and how these will be addressed (e.g., students with developmental disabilities – presence of Educational Assistants and providing accommodations to meet the needs of these students):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*By signing below, I am agreeing to the above agreement and checklist.

Please sign and provide a copy of this document to your Public Health Nurse. The original completed checklists will be collected by your Public Health Nurse at the end of the school immunization program.

**Principal Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Checklist – Round 1 (Fall immunizations)**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Tasks** (Sample correspondence/ announcement templates are provided in companion Appendix) | **Date Completed** | | |
|  | **About 1-3 weeks before immunization** | **About 1-3 days before Immunization** | **On immunization day** |
| Educational materials shared with all school staff. |  |  |  |
| Education of students by public health during designated class time |  |  |  |
| Parent e-mail blast about CARD  (on day of student education) |  |  |  |
| Parent e-mail blast reminder of immunizations the day prior to immunization |  |  |  |
| School Announcement reminder of immunizations the day prior to immunization |  |  |  |
| School Announcement of immunizations on the day of immunizations |  |  |  |
| Special lunch/food day planned for immunization day |  |  | 🞏 Yes 🞏 No |
| No special events planned  (i.e., tests, field trips, etc.) |  |  | 🞏 Yes 🞏 No |
| Reminders to staff/students that no one is permitted in immunization space if not being immunized |  |  | 🞏 Yes 🞏 No |
| Class List(s) provided to nurse | 🞏 Yes 🞏 No |  |  |

**Principal Checklist – Round 2 (Spring immunizations)**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Tasks** (Sample correspondence/ announcement templates are provided in companion Appendix) | **Date Completed** | | |
|  | **About 1-3 weeks before immunization** | **About 1-3 days before Immunization** | **On immunization day** |
| Educational materials shared with all school staff |  |  |  |
| Education of students by public health during designated class time |  |  |  |
| Parent e-mail blast about CARD  (on day of student education) |  |  |  |
| Parent e-mail blast reminder of immunizations the day prior to immunization |  |  |  |
| School Announcement reminder of immunizations the day prior to immunization |  |  |  |
| School Announcement of immunizations on the day of immunizations |  |  |  |
| Special lunch/food day planned for immunization day |  |  | 🞏 Yes 🞏 No |
| No special events planned  (i.e., tests, field trips, etc.) |  |  | 🞏 Yes 🞏 No |
| Reminders to staff/students that no one is permitted in immunization space if not being immunized |  |  | 🞏 Yes 🞏 No |
| Class List(s) provided to nurse |  |  |  |

**3. Supporting documents for principals – Correspondence and Announcement Templates**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Communication?** | **When?** | **Template:** |
| **A.1** | SCHOOL STAFF E-MAIL BLAST  *See also:*  Main Messages pamphlet for school staff at end of this Appendix | SAME DAY AS CONSENTS DISTRIBUTED/CLASSROOM TEACHING COMPLETED | Dear School Staff,  WDG PH will be at (insert school name here) on (insert dates(s) here) to immunize grade 7 students. Some students can be nervous about getting a needle. WDG nurses will be implementing The CARD System (C-Comfort, A-Ask, R-Relax, D-Distract) to improve the immunization experience for students. CARD is a new evidence-based program that increases student coping and safety during vaccinations at school. To learn more about CARD, you can view the video links about CARD below or visit cardsystem.ca.  Please review these materials to learn ways you can help students to cope with immunizations. We value your support and assistance in making these immunization days positive for everyone.   * Student video 1 – general information about immunization: <https://youtu.be/z57vTpb19wQ>   + Students will watch this video during the nurse teaching session when the consents are handed out in class. It includes information about how vaccines work and what to expect during school immunizations. * Student video 2 – play your power CARDs during immunization: <https://youtu.be/c41HvgEKQSk>   + Students will watch this video during the nurse teaching session when the consents are handed out in class. It includes information about coping strategies to manage stress and anxiety related to immunizations. * Adult video 1 – overview of The CARD System: <https://youtu.be/FXj6ELi4BVg>   + This video will be shown to adults involved in the immunization program and is an overview of the CARD system.   If you have any questions, please contact your Public Health Nurse: (insert name and contact info).  Thank you.  (insert Principal name) |
| **A.2** | TARGET GRADE PARENT E-MAIL BLAST  Attach Parent Handout: | SAME DAY AS CONSENTS DISTRIBUTED/ CLASSROOM TEACHING COMPLETED | Dear Parents and Legal Guardians,  This is a reminder that WDG Public Health will be at (insert school name here) on (insert date(s) here) to immunize grade 7 students. Immunizing your child at school is convenient. However, some students can be nervous about getting a needle. Our Public Health unit uses the CARD (Comfort Ask Relax Distract) system to reduce needle fear and anxiety. CARD invites children choose coping strategies in each letter category to help them have a positive vaccination experience.  Learn more about CARD by viewing the videos below and invite your child to play the CARD game at https://immunize.ca/card-game/ to prepare for vaccination. More information is available at cardsystem.ca.  Then on immunization day:   * pack a snack, if possible * have your child wear a short-sleeved shirt or something easy to roll-up to the shoulder * remind your child to *play their CARDs*! This can include bringing a personal item from home to use as a distraction during immunization (such as an ipad, book, or toy). We will have some items available at the school as well (e.g., colouring pages, mazes, treats).   We want to work together with the school community to make the immunization program a positive experience for students. We value your support and assistance in making these immunization days successful.   * Students video 1 – general information about immunizations: <https://youtu.be/z57vTpb19wQ>   + Students will watch this video during the nurse teaching session when the consents are handed out in class. It includes information about how vaccines work and what to expect during school immunizations. * Students video 2 – play your power CARDs during immunization: <https://youtu.be/c41HvgEKQSk>   + Students will watch this video during the nurse teaching session when the consents are handed out in class. It includes information about coping strategies to manage stress and anxiety related to immunizations. * Adults video 1 – overview of The CARD System: <https://youtu.be/FXj6ELi4BVg>   + This video will be shown to adults involved in the immunization program and is an overview of the CARD system.   Public Health Nurse: (insert name and contact info).  Thank you.  (insert Principal name) |
| **A.3** | TARGET GRADE E-MAIL BLAST TO PARENTS /GUARDIANS | DAY BEFORE EACH IMMUNIZATION ROUND | Dear Parents and Legal Guardians,  Tomorrow is immunization day for grade 7 students. Please encourage your child to eat before and after immunization, to wear a short-sleeved shirt (or something easy to roll-up to the shoulder) and to play their power CARDs! Students are encouraged to bring snacks and distraction items as comfort measures.  Thank you!  (Insert Principal name here) |
| **A.** | SCHOOL ANNOUNCEMENT | DAY PRIOR TO IMMUNIZATION DAY | \**ok to tweak to Principal’s preference but please include the following details and don’t say anything to further increase student anxiety. Supportive messaging.*  Tomorrow is immunization day for grade 7 students. Please remember to eat before and bring a snack for after your immunization. Wear a short-sleeved shirt (or something easy to roll-up to the shoulder) and remember to play your power CARDs! If you wish, this can include bringing a distraction item to use as a comfort measure. |
| **A.5** | SCHOOL ANNOUNCEMENT | DAY OF IMMUNIZATIONS | \**ok to tweak to Principal’s preference but please include the following details and don’t say anything to further increase student anxiety. Supportive messaging.*  Today is immunization day for grade 7 students. Students are reminded to play their power CARDs. Also, you can bring a distraction item as a comfort measure. We know you are going to do great! |

\*Submit completed checklists to Public Health Nurse

**4. MAIN MESSAGES FOR SCHOOL STAFF**

A screenshot of a computer

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**Using CARD to play your best hand during school immunizations**  
A guide for school staff

What is CARD?

* CARD (C-Comfort, A-Ask, R-Relax, D-Distract) is an evidence-based framework for delivering immunizations at school that is student-centred and promotes coping.

What are the benefits of CARD?

* It reduces student fear, pain and immunization stress-related responses (dizziness, fainting)
* It improves the immunization experience for students and school staff
* It teaches students life-long coping skills they can use for immunizations and other stressful situations

How can YOU help?

* Collaborate with public health partners
* Reinforce student learning and practice
* Remind students of upcoming immunization day
* Support student choices for coping on immunization day
* Praise students for actively participating in their health care

To learn more, visit [www.cardsystem.ca](http://www.cardsystem.ca) and watch our video at <https://youtu.be/FXj6ELi4BVg>