**For Action of the Immunisation Lead **

Dear Colleague

Please find attached your 0-5 Childhood Immunisation waiting list following scheduling for the above week.

Your waiting list includes children who were unable to be allocated a vaccination appointment due to your current clinic arrangements.

Child health are able to support you reducing the number of children outstanding/overdue an appointment by increasing your Child Vaccination Clinic capacity and variety

It will be necessary to consider one or more of the following:

* Frequency of clinics
* Lengthen the clinic session
* One-off Catch up clinic for e.g. preschool booster
* Increase number of slots per hour
* Consider appointment flexibility (evenings or weekends) or at a range of times across the week.
* Adhoc or opportunistic appointments
* Consider suspensions or refusals (see information included in toolkit)

Please contact (name of contact) Child Health manager by e-mail or telephone at (child health generic email) to discuss or implement any changes.

Please review these lists and if you find vaccinations have been administered please record and return to the Child Health Department to ensure that records held are accurate.

Thank you for your assistance.

Name

**Child Health Admin Coordinator**

**Child Health Department**