

**Points to Note when Organising Vaccination Service  
under the Vaccination Subsidy Schemes  
in Non-clinic Settings**

As vaccination is invasive in nature, community groups, personnel and healthcare professionals should give due consideration to safety and liability issues when organising vaccination service in non-clinic settings. Organisers should stay clear of associating with any improper financial transactions.

**I. Key Issues:**

**Safety and legal issues**

1. According to the Pharmacy and Poisons Ordinance (Cap.138), vaccines should be prescribed by doctors.
2. Sufficient number of qualified / trained healthcare personnel to provide service and support must be present. They should also be trained in emergency management of severe immediate reactions and equipped to do so.
3. The recipient's suitability for vaccination should be assessed by health care professionals before vaccination.
4. For safety reason, vaccination should be administered by qualified health care professionals or by trained personnel under their personal supervision.
5. Vaccination may cause untoward reactions. Some recipients may even develop allergic reactions to the vaccine(s), failure to give timely intervention may result in serious consequences.
6. Read carefully the terms of services provided by the private doctor, and understand the organiser's liability.

**Venue consideration**

7. Find out if the venue's Terms of Use have any restrictions for such types of activities.
8. The vaccination venue should be well lit and ventilated. A designated

place for vaccinated recipients to stay and remain under observation should be provided.

9. Sharps and clinical wastes must be properly handled and disposed (e.g., needles, blood-stained cotton wool balls or alcohol swabs).

## **II. When organising vaccination service, organisers should:**

### **Provide adequate information**

1. Provide vaccine recipients and / or their parents / guardians / carers with essential information on the vaccines and the vaccination subsidy schemes to ensure that they understand the aims and possible adverse effects of the vaccination(s). Related information is available from the Centre for Health Protection website ([www.chp.gov.hk](http://www.chp.gov.hk)).
2. Ensure vaccine recipients and/or their parents / guardians / carers understand that participation in the Government's vaccination subsidy schemes is voluntary. Sufficient time should be allowed for the recipients to consider if they should join the subsidy schemes or refuse to accept Government subsidy.

### **Ensure proper documentation**

3. Vaccine recipients or their parents / guardians / carers acting on their behalf must complete legibly a *Consent to Use Vaccination Subsidy* form that permits the doctor to provide vaccine recipients' personal data to the Government, Hospital Authority or other relevant healthcare personnels. for processing of reimbursement claims. Any adult accompanying a child to receive vaccination should submit a *Consent to use of Vaccination Subsidy* form duly completed and signed by the child's parent / guardian.
4. Vaccine recipients must produce documentary poof of Hong Kong resident status.
5. For the Childhood Influenza Vaccination Subsidy Scheme, if the child is 6 years old or above and studying at kindergarten / child care centre in Hong Kong, the parent / guardian needs to produce the child's student handbook / student card / pick-up card and provide a photocopy or submit a stamped *Pre-primary Institution Certification Form* to the doctor for future inspection purpose.
6. The doctor who makes a claim for reimbursement has a duty to ensure

that the date of vaccination is clearly and accurately marked on the recipient's vaccination record / card, clinical notes / consent form. The documented vaccination record /card should be safely kept by the vaccine recipient.

7. Availability of subsidy in the eHealth System for the vaccine recipient should be ascertained and his/her past vaccination history and vaccination record in eHealth System should be verified before providing vaccination.
8. Staff of the Department of Health may contact the vaccine recipients and / or their parents / guardians to enquire about the information related to vaccination subsidy schemes.
9. The organizer should have a system in place to record clearly if a recipient named in the *Consent to Use Vaccination Subsidy* form has actually received the vaccination on the scheduled day for future inspection, to ensure that public funds are properly used.

### **Claiming subsidy**

10. Claims through the eHealth System should only be made after vaccination has been given. Since the signing of a *Consent to Use Vaccination Subsidy* form does not equate having received vaccination, the doctor who accesses the recipient's eHealth account has a duty to ensure that vaccination has indeed provided before submitting a claim, and the input into the eHealth account is accurate.

The above notes are by no means exhaustive. Please refer to Centre for Health Protection website for more information regarding the use of the subsidy schemes. You are required to follow all necessary steps in using the schemes, failing which reimbursement may be effected.

Vaccination Office  
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