

## NECS Clinical Systems Specialist Team

# SystemOne - Recording Childhood Vaccinations

1. Open a patient record and right click on the **Vaccinations** node. Select **Childhood Vaccinations**.



2. If the childhood vaccination grid is not shown, click **Show / Hide Childhood Grid**.



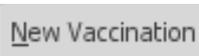
3. Record a vaccination following one of the below methods:

- a. Double click on the **appropriate vaccine** within the table to launch the record vaccination dialogue

The Childhood Grid shows the current national schedule. [More details.](#)

Vaccination	8 wks	12 wks
Diphtheria	1 	2 
Tetanus	1 	2 
Pertussis	1 	2 
Polio	1 	2 
HIB	1 	2 

- b. Click **New Vaccination**.



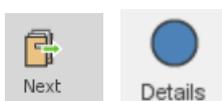
4. The record vaccination dialogue will now display for you to complete

**Note:** Depending on the method used the vaccination and Part may be pre-populated

5. Change the date and time if you need to back date the vaccination. The Other Details button will display the event details which will allow you to change the location, contact method etc.
6. Make sure that both the **Include Generics** and **Include Branded** boxes are ticked to show all available vaccines.
7. Select the appropriate **Vaccination** and **Part** from the drop down menu.
8. Enter the correct **Batch number** and Batch **Expiry date**.

**Note:** Please be aware that the batch number box will remember the last entry (if set to do so via Organisation Preferences), so always check that the correct number is showing.

8. Complete any other relevant fields e.g. Reason, Site, Parent present etc.
9. Leave the GMS Status as Practice if this has been administered at the practice, alternatively change to **Other GMS** if the vaccine was given by another organisation but is still claimable. Choose **None** if not claimable.
10. Make sure there is a tick in the **Record consent** box.
11. Only click the FP10 tick box if a prescription is required for the PPA.
12. If multiple vaccinations were selected for the same date, follow the same process for the next immunisation.
13. If more than one vaccination is to be entered and they were given on different dates, then make sure you click the **Next** button on the large toolbar after each template has been added. By doing this, it will start a new event in the New Journal/Tabbed Journal which can therefore, have a different date by amending the Event Details via the details button on the toolbar



14. The Childhood Immunisation grid will show the vaccinations that have been administered.
15. **Save** the patient record when complete.