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 Owner: *Tori Jury: Infection Control Nurse*
 Policy Area: *Infection Control*
 Scope: *ALL*

Employee Influenza/H1N1 Vaccine

POLICY

In order to minimize exposure to and transmission of the influenza virus and H1N1 in the workplace, Kearny County Hospital (KCH) will provide the seasonal influenza/H1N1 vaccine annually to all employees free of charge. Employees (full time, part time and prn) including employed physicians and providers will be strongly encouraged to be vaccinated annually. Employees may "opt out" of vaccination based on religious beliefs, personal beliefs or vaccine contraindications with the understanding that they will be required to wear a mask when there is any possibility that they will come in contact with a patient or visitor while in the facility. At the time of vaccination, employees including employed physicians and providers must complete the Employee Influenza Form (EIF). Once the vaccination is received a influenza vaccination sticker will be placed on the employee badge as an easy identifier that they were vaccinated.

PROCEDURE

1. All employees including employed physicians and providers including those prn must complete the EIF form by November 1st of each calendar year.
2. New employees who are hired during the influenza season must complete the EIF form within 15 days of hire.
3. All employees including physicians and providers whom elect to receive the vaccination will be provided with the influenza vaccine, virus information and EIF form and current Vaccination Information Sheet (VIS) form along with a designated badge identifier (to be kept on badge the entire influenza season).
4. Contraindications to the vaccinate include, but not limited to:
 - a. Serious allergic reaction to eggs
 - b. Serious allergic reaction to a previous dose of influenza vaccine
 - c. A history of Guillain-barré Syndrome (GBS)Prepare appropriate dose of Influenza Vaccine.
5. Employee direct supervisors will be notified of those employees whom "opt out" of the vaccination.
6. Employees and employed physicians or providers who "opt out" are required to wear masks when there is any possibility that they will come in contact with a patient or visitor while in the facility during the influenza season. Examples include but not limited to:
 - a. Entering or exiting the building;
 - b. Walking in the halls or in any patient care area.

7. Compliance to wear a mask of those employees whom "opt out" will be monitored by Employee Health Nurse, supervisors, and co-workers and reported to the employee health nurse. Any employee who does not comply with this policy will be subject to disciplinary action.
8. Influenza season is October 1st-March 31st each calendar year.
9. The Employee Health Nurse will be responsible to track the vaccination given to staff and temporary staff and prn personnel. To keep track of staff, temporary staff and prn personnel whom decline the vaccination and rational for declination given.
10. The Employee Health Nurse is responsible to report the influenza vaccination stats to the appropriate agencies (NHSN) and hospital medical staff.
11. The Employee Health Nurse is responsible for ordering of the influenza vaccination each year.
12. Prepare appropriate dose of Influenza Vaccine.
 - a. Shake well.
 - b. Infants and small children (6 – 35 months) need two 0.25ml doses, given one month apart.
 - c. Children (3 – 8 years), getting the vaccine for the first time, should receive two 0.5ml injections, given one month apart.
 - d. All others nine years of age or older should receive one (1) 0.5ml injection.
13. Give the vaccine in the routine intramuscular (IM) technique. (NOTE: Some people may need a longer needle than is provided on the pre-filled syringe.)

Attachments:

[Employee Influenza](#)

Approval Signatures

Approver	Date
Medical Staff Approval	12/2016
Policy and Procedure Committee	11/2016
Sue Stingley: Chief Nursing Officer	11/2016
Tori Jury: Infection Control Nurse	11/2016