Childhood Influenza Vaccination Programme 2017 to 2018 ImmForm Data Collection Guidance
User guide for local NHS England teams and data providers
About Public Health England

Public Health England exists to protect and improve the nation’s health and wellbeing, and reduce health inequalities. We do this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health, and are a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

This collection has been submitted to the Standardisation Committee for Care Information (SCCI), the new national gateway body for care information collection requests.

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Introduction

Following the recommendations of the Joint Committee on Vaccination and Immunisation (JCVI) in 2012, the Department of Health (DH), in partnership with Public Health England (PHE) and NHS England, began the phased roll-out of the national influenza vaccination programme to ultimately cover all two to 16 year olds (inclusive) in the UK.

The children’s programme began in 2013/14 with all two- and three year olds being offered vaccination through general practice and a school pilot programme was rolled out in geographically distinct areas in England, targeting all primary school-age children (aged four to 10, rising to 11 years). In 2014 to 2015, the national offer was extended to four year olds through general practice in England. In addition, the school pilot programme was extended to a total of 14 pilot areas (including six pilots that participated in 2013/14), targeting both primary school-age children (aged four to 10, rising to 11 years) and also secondary school-age children (11-12 rising to 13 years). In 2015 to 2016 the national programme was extended to include children of appropriate age in school years one and two. For the majority of children this was offered via a school-based programme, although in a few areas of England vaccinations were delivered through alternative schemes such as community pharmacies and general practices. The 2014 to 2015 pilot areas continued to offer vaccination to all primary school-age children (aged five to 10, rising to 11 years) in 2015 to 2016. In 2016 to 2017, the national programme was extended to include children of school year three age, therefore offering vaccination to all children of school year 1, 2 and 3 age. Once again, the majority of children were offered the influenza vaccine via a school-based programme, although in a few areas vaccinations will be delivered through alternative schemes such as community pharmacies and general practices. Children aged two, three and four years (but not five years or older) continued to be vaccinated by GPs. Vaccination continued to be offered to primary school-aged children (aged five to 10, rising to 11 years) in those pilot areas that participated previously as primary school pilots in England.

From September 2017, the national programme will be extended to include children in reception (4 rising to 5 years), as well as children of year 4 age (8 rising to 9 years). For the majority of children this will again be offered via school-based programmes, although a few areas will deliver vaccines through general practices. Children aged two and 3 years (but not four years or older) will be offered the vaccine through general practices. Vaccination will also continue to be offered to primary school-aged children (aged 5-10 rising to 11 years) in those areas that participated previously in primary school pilots in England.
This guidance is for local NHS England teams and data providers on how to collect data on influenza vaccine uptake for the primary school-age childhood influenza immunisation programme and how to upload it to the ImmForm website. The routine collection of influenza immunisation uptake data is essential to provide robust and timely information about this immunisation programme. Collection of this data allows the assessment of the implementation of the influenza immunisation programme and uptake of vaccine and information that can be used locally, regionally and nationally to assess the progress of the programme.

The Primary School Age Children Influenza Vaccination Programme (DCB2195) has received full approval from the Data Coordination Board for the 2017 to 2018 influenza season.

Information materials for the influenza vaccination programme 2017 to 2018

The influenza immunisation programme for the 2017 to 2018 season was announced in the ‘Annual Flu Letter’ and ‘Flu Plan: Winter 2017 to 2018’ which were jointly issued to the NHS, by the DH, NHS England and PHE. The documents, dated 20 March 2017 (Gateway reference 2016697) set out the operational arrangements and planning for the forthcoming winter season, and can be accessed here.

Additional information on the 2017 to 2018 childhood influenza vaccination programme (ie invitation letters, advice for head teachers, consent form templates) can be accessed here.

Data collection

Cumulative vaccine uptake data will be collected via ImmForm on the total number of children vaccinated between 1 September 2017 and 31 January 2018 (inclusive) by individual year group for each local education authority (LEA).

Although the majority of children will be vaccinated via the commissioned local delivery model it is important to note additional children may be vaccinated in other healthcare settings, ie by their registered GP or in pharmacy. These children are mostly at-risk children that have been called in by or referred to their GP to receive vaccination. Cumulative data submitted on the total number of children vaccinated should include additional children that have been vaccinated outside of the commissioned local delivery model (ie pharmacy or general practice).

Healthy children of reception and school years one, two, three, and four age (ie children not in a clinical risk group) should not be offered vaccination by their GP or in pharmacy unless the local vaccination programme is being delivered through a GP or pharmacy
delivery model or designated GPs/pharmacists were commissioned to vaccinate these children in mop-up clinics.

1.1 What is the eligible population?

The target population for the national primary school age childhood influenza vaccination programme is defined as all children in reception (aged 4 rising to 5 years) and school year one (aged five rising to six years), two (aged six rising to seven years), three age (aged seven rising to eight years), and four (eight rising to nine years) born between 1 September 2008 and 31 August 2013, as defined by child age on 1 September 2017 (Table 1).

The target population for the six primary school pilot areas vaccinating all primary school age children is defined as all children in reception and school years one to six (aged four to 10, rising to 11 years) born between 1 September 2006 and 31 August 2013, as defined by child age on 1 September 2017 (Table 1).

1.2 Definitions

Dataset variable definitions are outlined in Annexe B. For further details of the ImmForm dataset requirements, please see the full dataset in Annexe A.

Table 1 Year group cohort definitions for the 2017 to 2018 influenza season

<table>
<thead>
<tr>
<th>Academic Year Group</th>
<th>Age range on 1 September 2016</th>
<th>Birth date range</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Aged 4-5 yrs</td>
<td>01/09/2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2013</td>
</tr>
<tr>
<td>1</td>
<td>Aged 5-6 yrs</td>
<td>01/09/2011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2012</td>
</tr>
<tr>
<td>2</td>
<td>Aged 6-7 yrs</td>
<td>01/09/2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2011</td>
</tr>
<tr>
<td>3</td>
<td>Aged 7-8 yrs</td>
<td>01/09/2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2010</td>
</tr>
<tr>
<td>4</td>
<td>Aged 8-9 yrs</td>
<td>01/09/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2009</td>
</tr>
<tr>
<td>5</td>
<td>Aged 9-10 yrs</td>
<td>01/09/2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2008</td>
</tr>
<tr>
<td>6</td>
<td>Aged 10-11 yrs</td>
<td>01/09/2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31/08/2007</td>
</tr>
</tbody>
</table>
1.3 Schedule

Data will be submitted in four monthly manual surveys on all vaccinations administered from 1 September 2017 to 31 January 2018 (Table 2). The first monthly survey will open on 1 November 2017 for the October collection which is data from 1 September to 31 October 2017. The last monthly survey will be the January collection which will open from 1 February 2018. Data providers will be allowed nine working days to provide monthly data.

Table 2 Vaccine uptake survey collection schedule 2017 to 2018

<table>
<thead>
<tr>
<th>Survey Month</th>
<th>Data from 1 Sept 2016 up to date:</th>
<th>Survey opens on ImmForm</th>
<th>Survey end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>Tue 31/10/2017</td>
<td>Wed 01/11/2017</td>
<td>Mon 13/11/2017</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>Thu 30/11/2017</td>
<td>Fri 01/12/2017</td>
<td>Wed 13/12/2017</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>Sun 31/12/2017</td>
<td>Tue 02/01/2018</td>
<td>Fri 12/01/2018</td>
</tr>
<tr>
<td>JANUARY</td>
<td>Wed 31/01/2018</td>
<td>Thu 01/02/2018</td>
<td>Tue 13/02/2018</td>
</tr>
</tbody>
</table>

1.4 Reporting

Provisional national, local NHS England team, former area team and local authority level data will be published monthly at www.gov.uk/government/collections/vaccine-uptake.

A final end-of-campaign report will be published on GOV.UK once the data has been collected and validated by PHE, following the final closure of the influenza vaccine uptake campaign on ImmForm.

1.5 PHE Excel data collection tool

The 2017 to 2018 childhood influenza vaccination data collection tool developed by PHE for use in schools by school nursing services and other immunisation delivery teams to monitor vaccination delivery will be distributed in August 2017.

The tool has been modified from last influenza season (2016 to 2017) to reflect the 2017 to 2018 influenza season Immform data collection requirements. Data is entered either at 1.) individual child level or 2.) school-level. This data is then automatically aggregated into school-level and/or local authority level uptake data. The aggregate
local authority level data can be used to populate the ImmForm survey on a monthly basis.

The data collection tool is designed to standardise data collection at a local level. While this tool is not mandatory, it is highly encouraged that the tool be used to ensure the consistency and quality of data collected. School level data can then be returned to PHE at the end of the season. See section 1.6.

For queries regarding the tool please contact ChildFluVac@phe.gov.uk.

1.6 End of season school level data collection

At the end of the influenza season (spring/summer 2018) we will be asking for school level cumulative vaccination session data for each school participating in the child influenza programme based on the PHE Excel data collection tool.

The data items we will be requesting for each school by individual year group are firstly the denominator (ie total number of students offered vaccination) and total number of students vaccinated with influenza. Then, based on what’s available locally, for each school by year group, data collected on consents/refusals, contraindications and adverse events. (Note: we will not be requesting any patient identifiable information).

Data can be returned using the data collection tool provided by PHE at the beginning of the season or your local data collection method.

ImmForm

ImmForm (www.immform.dh.gov.uk) provides a secure platform for vaccine uptake data collection for several immunisation surveys, including the healthcare workers and seasonal influenza GP vaccine uptake surveys. ImmForm is a service for NHS customers provided by Infomax Ltd on behalf of PHE. ImmForm is easy to access, is password protected and allows NHS England teams and trusts to analyse and review their own vaccine uptake data.

Accessing ImmForm

Local teams should ensure that appropriate team members have access to the ImmForm website for the child influenza vaccination collections. ImmForm can be
accessed via www.immform.dh.gov.uk using existing logins and passwords. Currently ImmForm is designed and tested to work with Internet Explorer only; you must use Internet Explorer version eight and above to access ImmForm. Only those who require influenza vaccine uptake data for operational purposes will be given access to ImmForm, for all other data requests, please email ChildFluVac@phe.gov.uk.

For more information about how to register and use ImmForm, please refer to the following ImmForm help sheets published at: www.gov.uk/government/collections/immform.

Please make sure you are entering the password correctly, as it is case sensitive. Please ensure there are no spaces after or before the password, especially if you copy and paste in the password.

The ImmForm helpdesk can be contacted via telephone on 0844 376 0040 or by emailing helpdesk@immform.org.uk

**Submitting data on ImmForm**

**Selecting the correct survey**

1. Enter login details to access ImmForm. Once you have successfully logged in, you will need to select the correct survey
2. On the home page, select “Data Collections”
3. Select “Flu” and the survey you want, in this case ‘Flu Monthly Child (Primary School Age Delivery 2017-18”
4. Select the correct survey month, and follow the hierarchy from HPA->England->Regional Team->Local NHSE Team->Former Area Team (AT)->Local Authority (LA)

During the campaign, as each survey month opens and closes, the page will default to the current month’s survey. To view any data entered for any specific month, this can be accessed by clicking on the previous months listed in the left-hand column.

**Entering and amending data**

1. You will be presented with the following data entry survey page for 2017 to 2018
2. Indicate whether you are a non-pilot area (vaccinating children of reception and school years one, two, three, and four age only) or a pilot area (vaccinating children of reception to year six age).
3. Based on your local delivery method continue to section three, four or five of the survey form. Fields that you should not be entering data in will be greyed out
4. Denominators for each year group cohort are prefilled. You can enter amended denominators during the first survey month. ENSURE REASON FOR DENOMINATOR CHANGE IS COMPLETE.

5. The PROVISIONAL total number of eligible children in the LA geography for the Reception cohort will be the same as the Year 1 cohort and will therefore need to be corrected. The Year 1 cohort estimates are the closest estimates we can get for the Reception cohort. See the Frequently as Questions, question 8.
6. Enter the number of children in each year group cohort vaccinated with at least one dose of influenza since 1 September 2017
7. Enter the number of children in each year group cohort vaccinated with at least one dose of Trivalent Inactivated Vaccine (TIV) since 1 September 2017
8. Grey fields (indicated by green stars) are automatically calculated
9. An additional three questions (yes/no) have been added to the survey this year of which one of the questions is optional.
10. Question 3:

3. Were at risk children offered the influenza vaccine at school?

- Yes
- No

Yes - They were offered the vaccine (IIV or LAIV) and did not need to see the GP for the vaccine.
No - These children went to the GP to get their vaccine

11. Question 4:

4. Were there any mop-up clinics used?

- Yes
- No

Yes – Mop-up clinics were offered for students who were unable to be vaccinated on the day of the school vaccine campaign. This can be in GP clinics or in pharmacies.
No – There were no mop-up clinics offered for children who were not vaccinated during the vaccine campaign.

12. Question 5:

5. Where did the mop-up clinics take place? (Optional)

- General Practice
- Pharmacy

General Practices- (where children went to a GP or their own GP for the vaccination)
Pharmacy - (where a pharmacy offered a vaccine catch-up clinic for children who were not vaccinated during the school campaign).

13. Remember to indicate if the vaccination campaign has ended in this particular LA
14. Once the survey is complete, select submit.

15. Repeat the above steps for each LA.

Where errors have occurred, instructions regarding the fields requiring further attention will be shown by a red asterisk next to the fields that failed the data validation checks and will require amending. Once you have entered the data, click on ‘Submit’ at the bottom of the page and, if successful, a confirmation page will be displayed.
Frequently asked questions

1. Who is required to submit monthly data to ImmForm?

   The responsibility of data submission to ImmForm is to be decided by local NHS England teams, with overall co-ordination at the regional level.

2. Which ImmForm survey should I select to submit data?

   Childhood Influenza Vaccine Uptake Programme 2017/18 – Primary school age delivery.

3. Why are there GP and Pharmacy sections within the survey?

   This season there will be one data collection survey form with three sections to be filled. The first section is for the school level uptake, while the second and third sections are for children within the Local Authority who received their vaccine in GP clinics or at a pharmacy instead of during the school campaign. Pharmacy and GP vaccinations can also include any mop-up clinics for children who were absent or could not receive the vaccine on the day of the school campaign.

   The ImmForm survey dataset can be found in Annexe A

4. Is the PHE childhood influenza vaccination data collection tool mandatory to use?

   The PHE childhood influenza vaccination data collection tool was designed to standardise data collection at a local level across all local sites. While the Excel tool is not mandatory, it is highly encouraged that the tool be used by providers during vaccination sessions to ensure the consistency and quality of data collected. The tool can be used to generate accurate, standardised aggregate data at local authority level that is submitted to ImmForm for the monthly data submissions.

   The PHE Excel data collection tool and user guide can be accessed via Childfluvac@phe.gov.uk

5. Why will you be collecting individual school level data at the end of the season?

   As done in the previous season, we will be asking for school-based cumulative vaccination session data at the end of the season (Spring 2018) for each school participating in the child influenza programme. The data items we will be requesting for each school by year group (note years 0-4 in non-pilot areas and 0-6 in pilot areas, by separate year group and not merged) are:
- The denominator (total number of children offered vaccination ie school roll) and
- The numerator (total number of children that have received the influenza vaccine since 1 September 2017).
- Data collected on consents/refusals, contraindications and adverse events, based on what’s available locally, for each school by year group.

(Note: we will not be requesting any individual level data).

Collecting school level uptake figures will allow for a more granular data analysis post season, as well as ensuring data quality from school level up to LA, AT and National level aggregate data.

6. Is there going to be an automatic upload to ImmForm for vaccinations delivered to children of reception and school years one, two, three, and four age through a GP practice model?

We will only be extracting uptake figures automatically for local authorities that will be delivering the vaccine to children of reception and school years one, two, three and four age through a GP model ONLY.

Although the GP survey has expanded to extract ‘vaccinations given in other healthcare settings’ for vaccinations given in schools, pharmacies and other healthcare settings; there are known data recording issues and therefore it will remain experimental. There is no read code for ‘vaccination given in schools’ and the data is collected based on an assumption, therefore, we will still need to collect data manually for local authorities in whom vaccines are being delivered through mixed models or by schools.

7. The denominators displayed on the ImmForm surveys are incorrect. Can I correct them?

Yes. Pre-filled denominators on the total number of eligible children in the LA geography can be amended throughout the season – the survey requires an explanation for any changes to pre-filled denominators. We encourage teams to provide accurate denominators as soon as possible.

8. Why is the denominator displayed for the reception cohort the same as the denominator for the year 1 cohort?

The pre-filled denominators are based on the school-roll from Schools, pupils and their characteristics National Statistics from January 2017 found here. The number of students in each Local Authority is used to predict the denominators for the following year (ie The number of students in reception in January 2017 will be used to predict the number of students in year one starting September 2017). Since the reception cohort cannot be based on an earlier age cohort, we have used the reception figures from the January 2017 national statistics for the reception cohort as well as for the year 1 cohort. Please be aware that these numbers will most likely be different to the number of students in reception and you will have to correct them.
Contacts

Childhood influenza vaccine programme uptake survey queries
If you have any questions regarding the childhood influenza vaccine uptake data collection process that are not addressed in the guidance, please use the feedback email function on the ImmForm website or email ChildFluVac@phe.gov.uk.

Every attempt is made to respond to all queries received via this mailbox as quickly as possible. Please bear in mind that there is sometimes a large volume of calls and email queries received particularly during the early weeks of the survey. As a result, there may be delays in getting back to recipients.

Login and password reminders
If you have registered and used ImmForm in previous seasons, it is likely that your login will still be valid. You can request a password reminder directly from ImmForm.

ImmForm support and registering new contacts
For ImmForm support, to register new contacts, and to provide general ImmForm feedback, please contact: helpdesk@immform.org.uk.

For queries about new programmes general implementation issues and miscellaneous vaccination questions please email the PHE mailbox at immunisation@phe.gov.uk.
## Annexes

### Annexe A: Childhood Influenza Vaccination Uptake Collections 2017 to 2018 - ImmForm Dataset

#### Seasonal Flu Vaccine Uptake Summary Table

<table>
<thead>
<tr>
<th>Year</th>
<th>Vaccine Type</th>
<th>School</th>
<th>Pharmacy</th>
<th>Cohort Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Data for each year is provided in the annexes.*
3. Were at risk children offered the influenza vaccine at school?
   - Yes
   - No

4. Were there any mop-up clinics used?
   - Yes
   - No

5. Where did the mop-up clinics take place? (Optional)
   - [Options]

6. Your seasonal flu vaccination campaign status?
   - We have finished our vaccination campaign as these data can be regarded as final.
   - Our vaccination campaign is still in progress, we will provide updated data next month.
   - [Options]

Audit Results
Data of Action/ViewAction
### Variables

#### 1. School-based delivery

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total no. of eligible children in the LA geography (PROVISIONAL)</strong>&lt;br&gt;Pre-filled number</td>
<td>The PROVISIONAL denominator is pre-filled and based on the January 2017 Department of Education school census figures and is therefore only a PROVISIONAL estimate of the total no. of children eligible for influenza vaccination in the LA geography. This denominator should be updated with the Actual denominator.</td>
</tr>
<tr>
<td><strong>Total no. of eligible children in the LA geography (ACTUAL)</strong></td>
<td>The ACTUAL denominator will replace the PROVISIONAL denominator and should reflect the total no. of children eligible for influenza vaccination in the LA geography AND children educated out of school in the LA geography, defined by child age at 1 September 2017 using local education authority (LEA) population figures (i.e. school roll). If the difference between the ACTUAL and PROVISIONAL denominator differs +/- 5%, an explanation for changing the denominator must be provided.</td>
</tr>
<tr>
<td><strong>Total no. of eligible children offered vaccination in VISITED SCHOOLS ONLY since 1 September 2017</strong></td>
<td>This denominator is used to monitor vaccine uptake in visited schools only, and should therefore reflect the total no. of eligible children that have been offered influenza vaccination in visited schools only, since 1 September 2017 up to the end of the reporting period.</td>
</tr>
<tr>
<td><strong>Total no. of children vaccinated with influenza vaccine in school</strong></td>
<td>This is the total number of children in the respective eligible age cohorts that have received at least one dose of influenza vaccine since 1 September 2017. The Optional Breakdown is used to identify the type of influenza vaccine given i.e. Live attenuated intranasal influenza vaccine (LAIV) or Inactivated intramuscular influenza vaccine (IIV).</td>
</tr>
<tr>
<td><strong>Total no. of children vaccinated with influenza vaccine in GP practice</strong></td>
<td>This is the total number of children in the respective eligible age cohorts that have received at least one dose of influenza vaccine since 1 September 2016 in General Practice. The Optional Breakdown is used to identify the type of influenza vaccine given i.e. Live attenuated intranasal influenza vaccine (LAIV) or Inactivated intramuscular influenza vaccine (IIV).</td>
</tr>
<tr>
<td><strong>Total no. of children vaccinated with influenza vaccine in pharmacy</strong></td>
<td>This is the total number of children in the respective eligible age cohorts that have received at least one dose of influenza vaccine since 1 September 2016 in Pharmacy. The Optional Breakdown is used to identify the type of influenza vaccine given i.e. Live attenuated intranasal influenza vaccine (LAIV) or Inactivated intramuscular influenza vaccine (IIV).</td>
</tr>
<tr>
<td><strong>Total no. of children vaccinated with influenza vaccine Automatically calculated</strong></td>
<td>The is the total number of children in the respective eligible age cohort that have received at least one dose of influenza vaccine from 1 September 2017 until 31 January 2017 in school, pharmacy, and general practice.</td>
</tr>
</tbody>
</table>
2. **GP delivery**

For LAs following a GP delivery model only, data will be extracted from the ImmForm GP influenza survey at LA level. Data are originally submitted at GP practice level and then aggregated at LA level by GP postcode for reporting purposes.

3. **Pharmacy delivery**

There are no LAs using pharmacies as a main mode of delivery. As a result, there will be no data collection tool for pharmacies. Pharmacy vaccinations in areas where there is a school-based delivery model will be accounted for in pharmacy section of the school-based delivery survey. Pharmacy vaccinations in areas where there is a GP delivery model, uptake will be accessed through GP records.