

Midwife – Led Influenza Immunisations Standard Operating Procedure

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Author:	Clinical Supervisor for Midwives/Practice Facilitator	
Document Owner:	Head of Midwifery and Sexual Health Services	
Accountable Executive:	Executive Director of Nursing, Quality, Women and Family Health	
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Powys Teaching Health Board is the operational name of Powys Teaching Local Health Board
Bwrdd Iechyd Addysgu Powys yw enw gweithredol Bwrdd Iechyd Lleol Addysgu Powys

To ensure that you are always using the latest version of this written control document, please refer to the version on the Corporate Governance SharePoint site

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1.0 Scope

To ensure that there is a safe and accurate process for midwife-led influenza immunisation.

2.0 Introduction

The SOP applies to all midwives, maternity support workers and maternity administrators employed by PTHB who are involved in the ordering, storage and administration of influenza vaccinations to pregnant women and staff.

3.0 Objective

Following this procedure will help PTHB to:

- Provide a standardised approach on the actions required to deliver flu vaccinations in the maternity service.
- To promote a consistent and evidence-based approach to maternity immunisation.
- To ensure safe and effective administration of immunisation during clinic sessions and at routine antenatal appointments.
- To appropriately provide information and administer vaccination to women and staff
- To ensure good communication with Primary Care.
- To state the process for inviting pregnant women
- To state the procedure for ordering, receiving, storing and maintaining the cold chain, when it is necessary to transport vaccine
- To provide suggested template for flu vaccination clinics
- To state consent procedures.

This procedure should be read in conjunction with:

- Green Book, Chapter 19: Influenza. [Green Book Chapter 19 Influenza](#)
- Public Health Wales. 'Vaccinations in pregnancy – Information for health and social care professionals'. Available at: [Vaccinations in pregnancy - Information for health and social care professionals - Public Health Wales](#) Accessed: 18/03/2026
- PTHB/CDP 007 Management of Anaphylaxis Procedure. See link in references
- PTHB/MMP 001 – Medicines Policy – see link in references
- PTHB/OHP 002 Needlestick & Body Fluids Contamination Injuries Policy. See link in references
- MMP 427 Safe and secure management of refrigerated medicines and vaccines – link in references

4.0 Definitions

- PTHB – Powys Teaching Health Board
- SOP – standard operating procedure
- MSW – Maternity Support Worker
- PGD – Patient group directive
- WIS – Welsh immunisation system
- Electronic Patient Record/System C – Digital Maternity system

5.0

5.1 Procedure for ordering, receiving and storing vaccines

- As part of daily drug checking, the midwife will check the number of flu vaccines stored in the fridge. This will use the WIS for stock management e.g. temperature monitoring and stock checks (am and pm) when unit is operational.
- If stock is low (<10 vaccines left) then the midwife will order further vaccines. Midwife will check to ensure there are not already vaccines on order. Orders need to be placed a week in advance. The Pharmacy store staff will notify midwifery teams via email ahead of scheduled vaccinee deliveries to ensure that a member of staff is on site to receipt the goods. See **appendix B** for example email response. Please note that failure to comply with WIS recording eg. Recording temperatures etc may delay vaccine delivery.
- To order the Flu Vaccine you need to complete the order form in **appendix A** and email the completed form to PTHB.VaccPharmacyStoreOrders@wales.nhs.uk this email is checked once a day. Pharmacy Store staff should only be contacted via direct emails in an emergency. As most vaccines will now be transported via a **temperature-controlled van**, deliveries will arrive in **cardboard boxes / pharmacy bags** rather than vaccine porters. This means that a member of staff must be available to receipt deliveries and to transfer the vaccine to the fridge immediately on arrival. If no one is on site to receive the delivery then this will be classed as a 'failed delivery', and the driver will return the stock to the pharmacy store. This may cause disruption to service delivery.
- Orders to be placed based on predicted number of vaccines needed for the week up to a **maximum of 40** at a time.
- Fridges should not be more than 50% full overall. Eg. sufficient space must be maintained within the fridge to permit adequate air circulation. Ensure that excessive stockpiling of vaccines is avoided in case of fridge failure and to reduce potential waste. Be mindful of available fridge space and check that you will have the storage capacity before placing an order. Storage of oxytocics and associated quantities must be considered. (including storage of cool packs, where necessary)
- Communication in planning ordering and receipt is paramount to ensure there is no vaccine wastage.

- Orders will be delivered in a vehicle fitted with temperature-controlled units) Midwives and Maternity Support Workers (MSW) or nominated designated person (who has completed the relevant training) can receive vaccines. **It is therefore, imperative that the delivery of vaccines is planned for when a designated person is available to receive the vaccines.** When there is not a designated member of staff available due to the midwife being called away in an emergency situation, arrangements will need to be made (by the midwife expecting to receive the vaccines) for a midwife to be available to receive the vaccines as soon as possible.
- Ensure the correct vaccines are received and immediately report any incorrect deliveries to PTHB.VaccPharmacyStoreOrders@wales.nhs.uk
- On delivery of the vaccines, check the order, put transfer the vaccines into the fridge and complete the order log (**appendix C**) where there is a discrepancy the number or type of vaccines received or any damaged stock this must be discussed with the pharmacy from which the order was generated within one working day.
- Check the stock against the delivery note for accuracy (e.g. Check that the vaccine type, brand, quantity, batch number and expiry match that of the delivery note)
- Ensure that the fridge temperature has been maintained between +2°C to +8°C and has been recorded onto WIS, then transfer the delivered stock to the fridge and record the stock balance onto WIS. entering temperatures on the system. [21.08-WIS APP 2.0 UPDATED WIS-App-UserGuide-2025](#) NB Flu stock will be supplied from internal stock, therefore do not receipt the vaccine on the delivery page on WIS eg. When stock is received it will only need to be added to the stock page on WIS.
- Rotate stock so that the oldest stock (shortest expiry) is at the front of the fridge to be used first. When checking the expiry date, in most cases the vaccine will expire on the last day of the month. I.e. 05/24 means the vaccine expires at 23:59 on the last day of May.
- Ensure that different vaccines/medicines are separated in the fridge eg. On different shelves.
- Ensure that fridges are cleaned and defrosted. MMP 430 Cleaning and Defrosting PTHB Medicines/Vaccines Refrigerators can be accessed here: [Cleaning / Defrosting SoP](#).

The medicines policy (MMP001) must be adhered to at all times. For detailed guidance on cold-chain requirements, vaccine management, and (where applicable) the transfer of vaccines into the community, refer to MMP427 Safe and Secure Management of Refrigerated Medicines and Vaccines (see references)

Daily fridge temperature checks will be completed in line with Medicines Management policy 427 Safe and secure management of refrigerated medicines and vaccines. (link in references) Should excursions occur, data will be downloaded via data loggers (Appendix D) This will provide the Medicines Management Team with an accurate picture of the fridge temperature over time.

Procedure for reporting fridge excursion to MMT: Datix the incident, download the data logger data, complete the fridge temperature excursion form fully and send to MMT Info.MedicinesManagement.Powys@wales.nhs.uk

5.2 Inviting pregnant women

- The named midwife will be responsible for inviting all women on their caseload.
- A letter (**Appendix D**) will be uploaded to EPR at the commencement of each Influenza campaign for the midwives to signpost women where to see this information on their notes.
- Bumptalk maternity service user social media platform will regularly feature information relating to accessing the flu vaccine.
- Liaison with the Communications team will enable further promotion of the phased implementation through the wider flu campaign, highlighting the service and through the use of floor stickers within the birth centres to promote the vaccine.

5.3 Process for Offering Vaccine

- Women will be offered the influenza vaccination within the birth centres/hospital sites, GP clinics where these occur and at home.
- Women can arrange to have the influenza vaccination at their routine appointment, an additional appointment or via a flu clinic when on offer. Options other than a routine appointment may be relevant and encouraged when the woman may not be seen for a routine antenatal appointment for some time during flu season. Midwives can therefore arrange to see a woman from their caseload for a separate appointment for administration of the influenza vaccine.
- Flu Clinics will also be offered to allow greater flexibility for women and to allow a larger number of women to be seen to obtain the vaccine early in the flu season.
- Flu clinics will be planned in advance and appointments booked in by a midwife or maternity support worker (MSW).
- Dates for flu clinics will be planned at the beginning of Autumn by each team.
- Each team to arrange a specific flu clinic for a minimum of two weeks. For areas with larger caseloads, four or more may be needed. Following the start of the flu season when the majority of women have attended a clinic, the vaccine can be offered at routine appointments and bookings as they occur during the season. Flu vaccination should also be offered through DAU.
- For midwives seeing women at home or in clinics in a GP surgery, 10 vaccines in an original box can be taken in a Helapet Porter® Carrier System. A data logger must be included in a Helapet Porter. These are tested to be appropriate for 18 hours. Larger vaccine porters are available but are only suitable for storage up to 8hrs. Midwives taking vaccines to these clinics should return any unused ones following the clinic and only take the number that is deemed necessary for the clinic. These boxes must be marked to indicate that they have been transported in a vaccine porter (date and length of time). These

must be placed at the front of the flu stock and, where necessary only be transported on one further occasion. If not administered on transportation on the second occasion, they must be discarded and reported as waste. Avoid waste wherever possible. Ensure they remain in the original box to protect from light etc. Staff that are transporting vaccines into the community must complete Good Distribution Practice training. (GDP) This must be completed annually. Certificates will be issued by Pharmacy See section 8.2 Role of Midwives for instructions on completing the training and informing the Medicines Management Team of completion of the training.

- PTHB staff will be able to approach midwives to receive their flu vaccine where this is possible.

5.4 Administration of Vaccination Procedure

- Midwife to ensure there is adrenaline 1:1000, syringes and needles in the room where the vaccine is being administered.
- Midwife to ensure they have access to call for help should this be required in the event of an adverse reaction. If the midwife is on their own in the birth centre they must ensure colleagues elsewhere in the hospital eg. MIU are aware that a flu clinic is happening in case they should need assistance.
- Midwife to open up WIS (Welsh Immunisation Service) and locate woman on the system.
- Midwife to gain woman's consent and annotate on WIS.
- Midwife to administer vaccine. The needle supplied in the box must be used according to manufacturer's specific instructions and disposed of in a yellow sharps bin. Vaccines supplied without needles will require administration with a blue safety needle
- Midwife to complete the batch number and the site of administration on WIS
- In the case of anaphylaxis, administer adrenaline in line with relevant PTHB policy. Complete a Datix and Yellow card reportable incident. <http://yellowcard.mhra.gov.uk>
- Midwife to complete the date on the Tracer and in EPR.
- After administration of the vaccine the woman will be observed for adverse drug reactions (ADR) whilst the digital systems and notes are completed. [Green-Book-Chapter-4.pdf](#) (see references to ADRs)
- The woman will be provided with the Patient Information Leaflet for the specific vaccine given.

6.0 Safeguarding

If any safeguarding concerns or significant risk factors are identified for an unborn baby or a vulnerable adult, practitioners must follow Wales Safeguarding Procedures (2019) and SGP036 Safeguarding Policy [Policies & Written Control Documents - SGP 036 Safeguarding Policy.pdf \(sharepoint.com\)](#). Advice and support concerning any safeguarding issue can be sought from PTHB Safeguarding Team via the Safeguarding Hub on 01686 252806 or email PowysTHB.Safeguarding@wales.nhs.uk

(Monday-Friday 09:00-17:00, excluding Bank Holidays). Outside of office hours, Local Authority can be contacted on 0345 0544 847 or contact Silver on Call. All registered practitioners should access appropriate safeguarding supervision and training as per guidance. [Safeguarding Supervision \(sharepoint.com\)](https://sharepoint.com)

7.0 Monitoring and Compliance

7.1 Reporting Via EPR (System C)

Recording of data via EPR and WIS will support accurate records for women and enable access to data electronically for statistics, which also has the potential to be reported to Welsh Government and Public Health Wales if required.

All women who consent to accepting the Flu vaccine needs to have this entered on EPR and WIS.

EPR – Woman's lists/search criteria/select woman/pregnancy summary/enter new note/vaccination (woman)/vaccinations offered and accepted.

WIS – (**see appendix G**)

All women who decline to accept the vaccine **must** have this information entered onto EPR **and** WIS

EPR – (**see appendix F**)

WIS - If a woman declines to have the vaccine, this must be entered onto WIS under the consent page, saying 'no' they do not give their consent.

In ALL cases where the woman has received the flu vaccine the date must be recorded as the date that the woman actually received it and not the date the information is added to EPR (**Appendix F**).

Data to provide numerical information will be gathered from EPR. This will collate numbers of vaccines given through Powys maternity services, number of vaccines received elsewhere and number of women who declined the vaccine.

7.2 Evaluation / Audit Framework

Completeness of data will be reviewed by the midwifery management team through data collated from the information team. Annual rates will also be contributed to through the annual point of delivery survey led by Public Health Wales.

7.3 Governance

Any adverse outcomes or incidents must be reported via Datix. These will be reviewed initially by the Women & Children's Risk and Governance Lead and if required allocated for further review. Medicines management should be contacted if there are

incorrect vaccines delivered or clinical incidents involving vaccines.
Powys.Immunisations@wales.nhs.uk

Additional useful document for Vaccine Incidents is [Vaccine incident guidance: Responding to errors in vaccine storage, handling and administration](#)

Healthcare professionals and individuals/carers are encouraged to report suspected adverse reactions to the Medicines and Healthcare products Regulatory Agency (MHRA) using the Yellow Card reporting scheme at <http://yellowcard.mhra.gov.uk> or search for MHRA Yellow Card in the Google Play or Apple App Store.

Any adverse reaction to a vaccine must be documented in the individual's record and the individual's GP should be informed.

8.0 Roles & Responsibilities

8.1 Head of Midwifery and Sexual Health

The Head of midwifery must:

- Ensure that robust procedures are in place in order that PTHB can discharge its organisational responsibilities in the provision of safe and effective vaccination and immunisation administration to the Powys population of pregnant women.
- Ensure the overall implementation of the SOP
- Ensure all staff read and understand this procedure
- Support allocation of resources to ensure compliance with this procedure

8.2 Midwives

To work within the SOP guidance

- Ensure scrutiny of any allergies and consent on WIS and clarify any issues.
- Ensuring that the consent is obtained and annotated on WIS.
- Ensuring all necessary digital pathways are completed appropriately – this forms your contemporaneous notes.
- Ensuring all incidents (e.g. Anaphylactic shock and breaches in the cold chain) are reported following the PTHB Datix incident reporting procedures.
- Completing or supporting the completion of Yellow Cards for any unexpected adverse reactions which are observed or reported.
- Maintain level of competence to be able to administer influenza immunisations by completing a self-assessment on an annual basis and escalating any concerns relating to competence to their line manager and the immunisation coordinator.
- Midwives will ensure the current PGD is signed prior to each flu season.

Midwives must have completed:-

- Complete the Vaccination passport [Midwifery Immunisation Training Matrix 2026 27](#)
- A vaccination/immunisation PTHB recognised training day.
- Attended an annual basic life support training.

- Read the National Minimum Standards for immunisation training 2025
- Training for Good Delivery Practice found here [GDP Refresher Training PowerPoint 2026](#) and then complete [GDP Refresher Quiz 2026](#) and email Info.MedicinesManagement.Powys@wales.nhs.uk
- [UKHSA National Minimum Standards for immunisation training 2025](#)

8.3 Maternity Support Workers (clinical and non-clinical)

- To work within this SOP to support midwives at clinics
- To complete cold chain training on annual basis to support receipt of vaccines in the absence of a midwife.
- To assist with any requests for audit of uptake requested by Flu coordinators

8.4 Accountability

Clinical practice is underpinned by the principle that each practitioner remains accountable for their own practice and any actions.

This procedure does not replace the requirement of all staff in ensuring that they are appropriately trained and competent, and that practice is in line with current PTHB policies, procedures and protocols.

9.0 References / Bibliography

Green Book, Chapter 19: Influenza. [Green Book Chapter 19 Influenza \(publishing.service.gov.uk\)](#)

PTHB/CDP007 Management of Anaphylaxis Procedure. [CDP 007 Management of Anaphylaxis Procedure](#)

PTHB/MMP 427 - Safe and secure management of refrigerated medicines and vaccines. [MMP 427 - Safe and Secure Management of Refrigerated Medicines and Vaccines FINAL.docx](#)

PTHB/MMP 001 – Medicines Policy [PTHB/MMP 001 Medicines Policy](#)

PTHB/OHP 002 Needlestick & Body Fluids Contamination Injuries Policy [OHP 002 Needlestick & Body Fluid Contamination Injuries Policy V5 Review Date July 2025](#)

Public Health Wales. - <https://phw.nhs.wales/topics/immunisation-and-vaccines/vaccinations-in-pregnancy-information-for-health-and-social-care-professionals> /

MMP 430 Cleaning Defrosting Medicines Vaccine Refrigerators FINAL [MMP 430 - Cleaning, Defrosting Refrigerators V2.docx](#)

MMP 432 – Use and management of Helapet Vaccine Carrier systems.FINAL.doc
[MMP 432 - Use and Management of Helapet Vaccine Carrier Systems V2.docx](#)

Medicines Management – Cool Packs

[UKHSA National Minimum Standards for immunisation training 2025.pdf](#)

Version Control:

Version	Summary of Changes/Amendments	Publication Date
1	Initial Issue	Sept 2019
2	Full review. Vaccine procurement details updated	Dec 2022
3	Review for WIS requirements Addition of EPR requirements & updates	14/07/2026

Engagement & Consultation

Key Individuals/Groups Involved in Developing this Document

(remove those not applicable)

Directorate	Date	Job Title
Maternity	2019	Practice Facilitator Midwife
Maternity	2019	Consultant Midwife
Maternity	2019	Clinical supervisor for midwives
Maternity	2019	Band 6 midwives
Maternity	Oct 2022	Powys Leadership and management team
Public Health	Oct 2022	Immunisation Coordinator
Pharmacy & Medicines management	Oct 2022	Medicines Management
Pharmacy & Medicines management	March 2026	Medicines Management
Maternity	March 2026	Maternity Management Team
Digital & informatics	March 2026	Digital Informaticist

Task & Finish Group Members

(complete where applicable)

Name	Job Title

Procedure Approval Route

(include all stages of approval remove those not applicable)

Name	When	Outcome
Maternity Guidelines Group	08/11/2022	Approved
Women & Children's policies and procedures group	02/12/2022	Approved
Maternity Guidelines Group	05/05/2026	Approved
Women & Children's Policies and Procedures Governance Group	19/05/2026	Approved

Appendix A - Vaccine order form

[Midwives Vaccine order form 2026 27.xlsx](#)

Midwives Vaccine ORDER FORM 2026/27



Date order placed:

NB: Pharmacy store is closed Tuesdays

Flu vaccine CURRENT STOCK QUANTITY: Doses

RSV Abryvso® CURRENT STOCK QUANTITY: Doses

NB: Order will not be processed without the above information

Purpose for which the product is required: Delivery of PTHB Maternal Vaccination Programmes			
Requested by:			
Name & Designation			
Vaccine Name	Total Number of Doses	Date required	
Abryvso® (Respiratory Syncytial Virus Vaccine (RSV) MATERNAL (single dose)			
Influenza VACCINE (Adults)			
RSV: 1 DOSE PER PACK Flu vaccine: 10 doses per pack	Total No. of Doses:		RSV: Flu:
<u>Delivery Location</u>	Date Required	Delivery Contact	Contact No.

Orders for delivery will be dispatched at 7:45am. Orders for collection must be picked up between 8am - 9am

To be completed by PS Team

Date Received		Time Received	
Received by		Order details added to spreadsheet?	
Medicines Management Contact details:			
Address:	Hafren Ward, Bronllys Hospital, Bronllys, Powys, LD3 0LU		
Telephone:	01874 712641		
Email this order to:	PTHB.VaccPharmacyStoreOrders@wales.nhs.uk		

Appendix B

Upcoming Vaccine Deliveries

XX/XX/20XX delivered via a temperature-controlled van

You will receive XX BOXES of INFLUENZA vaccine (prefilled syringes, 10 doses per box)

The above scheduled vaccine deliveries will be transported in a temperature-controlled van and will **NOT** be packed into a vaccine porter.

It is essential that **a member of staff is available to receive the delivery** and transfer the vaccines into the fridge **immediately on arrival**. **Any delay risks compromising the vaccine and contributing to avoidable waste, which is being closely monitored by PTHB and VPW.**

IMPORTANT

Stock Management Requirements.

- Please **add the vaccines to stock on WIS** upon receipt
- **Do not** receipt the delivery on WIS, as the Pharmacy Store Team has already receipted this stock into the organisation. The delivery to you is a site-to-site transfer only. The Pharmacy Store Team will enter the vaccine transfer on WIS.
- Ensure **fridge temperatures are monitored** and **are recorded on WIS twice daily, along with stock checks** (AM and PM).
- Please refer to **SOP MMP427: *Safe and Secure Management of Refrigerated Medicines and Vaccines***
- Flu Vaccine orders can be submitted to this email account (PTHB.VaccPharmacyStoreOrders@wales.nhs.uk) Please be mindful of your fridge storage limitations and be certain that you have enough space to store the stock (including your cool packs) **before you place an order**.

Please could you confirm receipt of this email and that you have organised that a member of staff will be on site to receipt your vaccine delivery, failure to do so may result in delays in vaccine deliveries.

I would appreciate it if this email could be disseminated within your teams.

Thanks in advance for your cooperation and please don't hesitate to get in touch should you need to.

Appendix C

[TEMPLATE Maternity Services Influenza Vaccine Ordering Log.docx](#)

Order Log

Powys Teaching Health Board

Maternity Services Influenza Vaccine Ordering Log (log to be retained in team flu file)

Birth Centre/Team	
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Date ordered	Quantity ordered	Ordered by (print and sign name)	Date and time received	Quantity received	Received by (print and sign name)	Time placed in fridge

Appendix D Letter for Women

Template: [letter for women - flu](#)



September

Dear

We would like to invite you to arrange to have a flu vaccination. The flu vaccine will protect both you and your baby and is safe to have at any stage of pregnancy.

The flu vaccine is recommended in pregnancy because pregnant women have a significantly increased risk of having complications if they get flu. For example, if you catch flu during pregnancy you are more likely to get severely ill from flu compared to women who aren't pregnant, at increased risk of admission to intensive care and at increased risk of miscarriage, or having a baby prematurely, or with a low birth weight. Catching flu can even lead to the baby being stillborn or dying in the first week of life.

The flu vaccine is safe and effective in pregnant women and provides protection for you and your unborn baby. It will also protect your baby for up to six months after he or she is born when flu can be very serious.

The side effects of the flu vaccine are mild compared to the disease itself. It does not contain live virus and cannot give you flu. The most common side effects are soreness and redness at the vaccination site and/or a slight temperature, headache and aching muscles which can last for a couple of days after having the vaccination.

To enable ease of access to the vaccine we are commencing a midwife-led service for women registered with your midwifery teams to receive the vaccine this year:

Please speak to your midwife or GP for more information.

Yours sincerely,

Midwife

Medi

Annwyl

Carem eich gwahodd i drefnu apwyntiad i gael brechiad ffliw. Bydd y brechiad rhag ffliw yn eich amddiffyn chi a'ch baban ac mae'n ddiogel ei gael unrhyw bryd yn ystod eich beichiogrwydd.

Argymhellwn eich bod yn cael eich brechu rhag y ffliw pan fyddwch yn feichiog oherwydd bod gan ferched beichiog risg uwch ddioddef yn sgil cymhlethdodau os ydynt yn dal y ffliw. Er enghraifft, os ydych yn dal y ffliw yn ystod eich beichiogrwydd rydych yn fwy tebygol o fynd yn ddifrifol wael o'r ffliw o'i gymharu â merched nad ydynt yn feichiog, bydd risg uwch o orfod cael gofal dwys a risg uwch o golli plentyn, neu roi genedigaeth i blentyn yn rhy gynnar neu blentyn â phwysau isel. Gall dal y ffliw hyd yn oed arwain at farw-enedigaeth neu faban yn marw yn ystod wythnos gyntaf ei fywyd.

Mae brechiad rhag y ffliw yn ddiogel ac yn effeithiol mewn merched beichiog ac mae'n darpa amddiffyniad i chi a'ch plentyn cyn ei eni. Bydd hefyd yn amddiffyn eich baban am hyd at chwe mis ar ôl iddo/iddi gael ei (g)eni. Gall y ffliw fod yn ddifrifol iawn yn y cyfnod yma.

Mae sgil effeithiau brechiad ffliw yn ysgafn o'u cymharu â'r clefyd ei hun. Nid yw'r brechiad yn cynnwys firws byw ac ni all roi'r ffliw i chi. Y sgil effeithiau mwyaf cyffredin yw dolur a chochni yn y man y cawsoch eich brechu, a/neu ychydig o wres, cur pen a chyhyrau poenus sy'n gallu para am ddiwrnod neu ddau ar ôl y brechiad.

Rydym bellach yn cynnig gwasanaeth brechu rhag ffliw sy'n cael ei arwain gan fydwragedd, sy'n golygu eich bod yn gallu cael eich brechiad ganddynt. Cysylltwch â'ch bydwraig ar 01874 622443 i drefnu apwyntiad neu i drafod y mater ymhellach.

Yr eiddoch yn gywir,

Bydwraig

Appendix E

Log Tag Analyzer instructions **For downloading content at the end of Outreach clinic**

1. You should have a folder in One Drive – NHS Wales > Documents> My Log Tag data.
(If not, create a folder and name it with that title.)
2. Open Log tag Analyzer app on Desktop.
3. Put the Log tag into the USB port (where mouse usually goes) once icons across the top of the screen on Log Tag Analyzer have turned grey.
4. Once the information is all downloaded > File > Save As.
5. Give it a name - Location of visit and date e.g. Mach Hospital 1.1.24.
6. Under the name you have given it, there is a box which says ‘save as type’. At the far right of that box is an arrow. Scroll down to PDF, click on it > Open > Save. Check it is in your My Log Tag data folder.
7. Put the Medicines Management Shared document in your favourites > Data loggers > Newtown VC Data Logger downloads > Upload > Files > click on your file you have just named (e.g. Mach Hospital 1.1.24) > Open.

[Medicines Management - Safe and Secure Management of Refrigerated Medicines and Vaccines](#)

8. It should be there in the folder. Click on it to check it opens, then close it.
9. Configure the Data logger by > LogTag > Configure.
Check ‘Push button start’ is selected.
Check ‘Record a reading every 5 mins intervals’ is selected.
Check ‘record readings continuously, overwrite oldest when memory full’ is selected. Press the ‘Configure’ button on the window to reset the data.
10. Once data logger has been configured, close the window and the app.
11. Remove LogTag from USB port and ensure that cover is placed back on.

N.B. When the Log Tag is next going to be used do not forget to Press Start, hold for 3 seconds, ‘Rec’ (i.e. Recording) will appear on the screen.

Appendix F

[Vaccinations on EPR screenshots](#)

EPR Details

Please click on the link for the screen shots of entering information onto EPR for vaccinations

Appendix G

[21.08-WIS APP 2.0 UPDATED WIS-App-UserGuide-2025](#)

Use of the Welsh Immunisation Service (WIS)

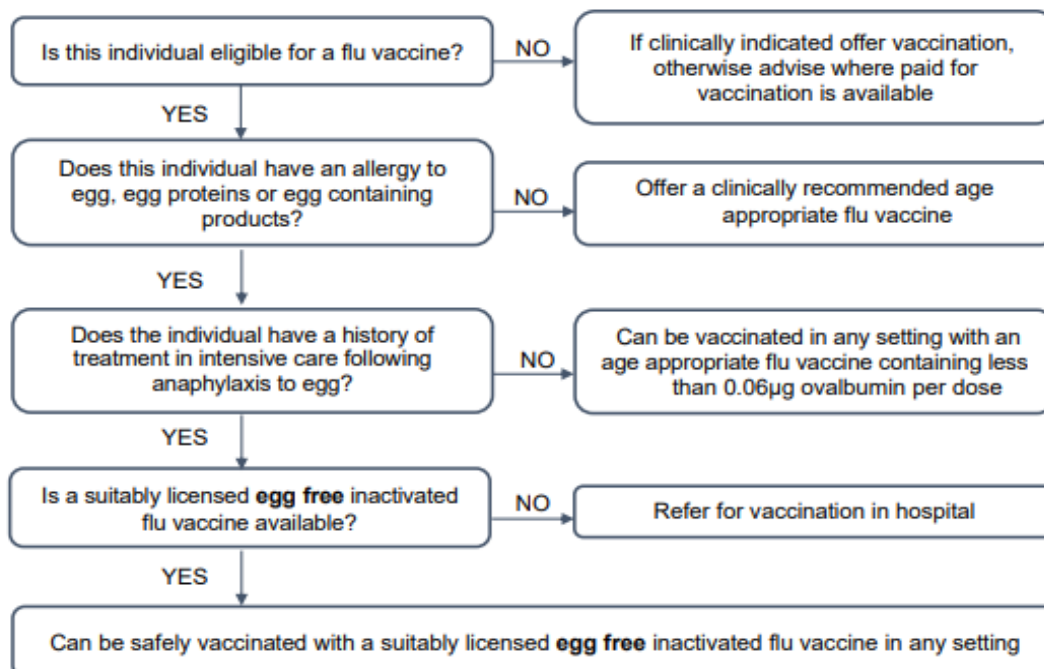
Please click on this link to watch the updated WIS user Guide.



Management chart for influenza (flu) vaccination in egg allergic individuals

Individuals with an allergy to egg or egg proteins may be at increased risk of adverse reaction to some flu vaccines. Inactivated flu vaccines that have no or a very low ovalbumin content ($<0.12 \mu\text{g/ml}$ – equivalent to $<0.06 \mu\text{g}$ for a 0.5ml dose) are available and studies show that they may be used safely in individuals with egg allergy ([Green Book chapter 19](#)).

This management chart may be a useful aid to clinical decision making.



Influenza vaccines for 2022/23 Ovalbumin content chart can be found here:

<https://www.gov.uk/government/publications/influenza-vaccines-marketed-in-the-uk>

Always check Summary of Product Characteristics (SPC) to ensure vaccine suitability on an individual patient basis. SPCs are available here: <https://www.medicines.org.uk/emc/>

The Green Book Chapter 19 – Influenza (updated September 2022) contains additional content on egg allergy and flu vaccine advice. Available at: <https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19>

Welsh Government. The National Influenza Immunisation Programme:

[The national influenza immunisation programme 2022 to 2023 \(WHC/2022/010\) | GOV.WALES](#)

Joint Committee on Vaccination and Immunisation (JCVI) advice on influenza vaccines for the 2022/23 influenza season. Available at: [JCVI Statement on Influenza Vaccines 2022-23.pdf \(nitag-resource.org\)](#)

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Appendix I

Equality Impact Assessment

It is not mandatory to complete an Equality Impact Assessment (EIA) for a written control document. If you feel it would be of benefit, please complete the box below and attach an EIA as an appendix to this document.

Has an Equality Impact Assessment (EIA) been completed		NO
Name of the person giving this response	Sue Pardoe-Bouchard	
If NO:	N/A	
If YES:		