

Pilot: Using the GOV.UK Notify platform to inform parents of two and three-year-old children about the influenza vaccination

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Purpose of Document:

- To provide an overview of the use of the GOV.UK Notify platform for vaccination letters for two and three-year-old children in Cwm Taf Morgannwg UHB.
- To present the resource implications for using the GOV.UK Notify platform for vaccination letters, and compare with resources required for normal practice.

Contents Page

1	EXECUTIVE SUMMARY	2
2	BACKGROUND	3
2.1	Standard practice for two and three-year-old influenza vaccinations	3
2.2	Areas for improvement	4
3	PILOTING USE OF NOTIFY WITH TWO AND THREE-YEAR-OLD CHILDREN IN CTM UHB	5
4	THE UK GOVERNMENT NOTIFY SYSTEM	5
4.1	Using the UK Government Notify System in CTM UHB 2022	6
4.1.1	Resource implications for using the Notify platform	7
4.1.2	Total cost for using Notify for two and three-year-olds in CTM UHB in 2022	9
4.1.3	Resource implications for standard practice (in-house)	9
4.1.4	Resource implications for standard practice (locally out-sourced)	10
4.1.5	Cost comparison	11
5	LIMITATIONS OF THE UK GOVERNMENT NOTIFY PLATFORM	11
6	CONCLUSIONS.....	11
7	ACKNOWLEDGEMENTS	12
8	REFERENCES	13
9	APPENDICES	14
9.1	Appendix A: Letter to Parents of all 2 year old children and 3 year old children in Bridgend in 2021/22	14
9.2	Appendix B: Letter to Parents of 3 year old children in Merthyr Tydfil and Rhondda Cynon Taf in 2021/22	15
9.3	Appendix C: Pilot practice letters from Notify 2022-23	16
9.4	Appendix D: Letters for all two-year-olds and three-year-olds in Bridgend 2022-23	17
9.5	Appendix E: Letters for three-year-olds in Merthyr Tydfil and Rhondda Cynon Taf 2022-23	18
9.6	Appendix F: Step-by-step instructions for preparing the spreadsheet and using the UK Government Notify platform	19

1 Executive summary

Letters are sent to parents and guardians of all two and three-year-old children in Cwm Taf Morgannwg (CTM) University Health Board (UHB) to promote eligibility and uptake of the influenza vaccination. In previous years this has been manually undertaken by the CTM UHB Child Health Team.

For the 2022-23 influenza season, use of the UK Government Notify platform was piloted for sending these letters. This was undertaken in the context of a pilot study to test the effect of offering children an appointment date and time via letter.

A total of 8,740 letters were sent to parents/guardians of two and three-year-olds across the UHB in 2022-23. A cost comparison between three models of letter distribution identified that the Notify platform offers significant resource saving opportunities (see Table 1), in addition to allowing letters to be personalised and processed externally. This means that resource previously used for in-house letter processing can be used to support improved data quality, or other initiatives for increasing vaccination uptake.

Table 1: Cost comparison of three models of letter distribution.

Option	Cost per child (posted 2nd class)	Total estimated cost for n=8,740 children
Notify letters	£0.57	£4,966.56
Local outsourcing	£0.80	£6,992.00
In-house letters	£0.81	£7,079.34

We recommend the use of Notify in future vaccination programme campaigns for sending out letters to patients. The effect of using Notify to provide appointment dates and times will be reported separately.

2 Background

The Cwm Taf Morgannwg (CTM) University Health Board (UHB) Vaccination Programme aims to:

1. Reduce preventable disease in the population by vaccinating consenting individuals at the appropriate time.
2. Reduce the inequality in preventable disease distribution in Cwm Taf Morgannwg by increasing uptake of vaccinations in areas of deprivation and vulnerable populations.

Delivery of annual influenza vaccinations to vulnerable populations in Cwm Taf Morgannwg UHB sits within this vaccination programme. This includes vaccination of eligible children aged 2-17 years old in Wales, who are offered the live attenuated quadrivalent influenza vaccine (LAIV; also known as Fluenz) unless contraindicated (Welsh Government, 2022).

Vaccine uptake in children provides both individual protection and indirect protection to the rest of the population. Vaccination of pre-school children (aged two and three-years-old) is a priority, as uptake is generally lower than that of school aged children (Welsh Government, 2020).

2.1 Standard practice for two and three-year-old influenza vaccinations

In CTM UHB, vaccination of all two-year-old children is delivered in Primary Care settings via the child's GP surgery. Three-year-old children in the Bridgend locality are also vaccinated via Primary Care. However, three-year-old children in Merthyr Tydfil and Rhondda Cynon Taf are vaccinated via local authority nursery settings using a Health Visiting and School Nursing delivery model (CTM UHB, 2022).

To raise awareness of vaccination eligibility, parents/guardians of children aged two and three-years-old previously received a standard letter via post, with general information about eligibility, the recommendation for their child to have the vaccine, information about the nasal spray and links for further information. Letters were not personalised and were addressed to 'parent/guardian'. The letter contained the following instructions:

- For two-year-olds and three-year-olds in Bridgend: "Your child's GP surgery should contact you to let you know when to take your child for their nasal spray flu vaccine. If you haven't heard from them by the end of October please contact the surgery" (Appendix A).
- For three-year-olds in Merthyr Tydfil and Rhondda Cynon Taf: "Your child's School Nursing Service will contact you from September onwards when the flu vaccine is available to let you know when to

take your child for their nasal spray (except three-year-olds not in a Local Authority nursery class - see * above). If your nursery child is unable to have their vaccination in school you should contact your child's GP to obtain the vaccine." (Appendix B).

Letters were typically printed, processed and packaged by the respective Child Health Teams in August, and then posted out to parents/guardians in the middle of September.

General practices were then responsible for contacting parents/guardians directly to invite children registered within their respective practices, to receive their vaccination. Practices were also responsible for arranging vaccination appointments and promoting uptake of the vaccination within their practice population. Feedback gathered via an informal survey with practices in CTM UHB reported a range of approaches to promoting influenza vaccinations and inviting all patients to receive their vaccination, including text messages, letters, social media, posters, word of mouth, messaging on repeat prescriptions, messaging on TV screens in the practice and dedicated clinic times.

2.2 Areas for improvement

To explore reasons for low uptake of vaccinations in two and three-year-old children in Cwm Taf Morgannwg UHB, the Local Public Health Team have undertaken a series of projects.

An evidence review exploring interventions to increase influenza vaccination uptake in two and three-year-olds was undertaken in November 2021 (Todd, Elliott & Cushen, 2021). The evidence review identified that misperceptions about the vaccine, beliefs about efficacy/necessity of the vaccine, media influences and lack of information/convenience were all barriers. On the other hand, facilitators included positive perceptions, parental reminders, practice reminders, endorsement from trusted healthcare professionals (e.g. Health Visitors), information provision and increased accessibility of vaccination clinics.

Following the 2021-22 influenza vaccination campaign, the CTM UHB Local Public Health team undertook a community survey to explore engagement with, and experiences of, vaccinations programmes for different population groups, and to generate recommendations to improve uptake (Elliott et al., 2022). Respondents who were parents of two and three-year-old children (n=39) were asked questions about barriers, facilitators and their experiences of the vaccination campaign. Participants were motivated by the desire to protect their child and others from illness. However, not believing the vaccine was necessary or effective, being unable to book an appointment, not knowing the short/long-term effects and not knowing their child was eligible were all barriers. Those whose children did not

receive the vaccination said they would be more likely to get their child vaccinated if they were sent an appointment date and time.

Finally, an evaluation of the Local Authority nursery school vaccination programme for three-year-old children was published in 2022 (CTM UHB, 2022). This found that vaccination in nursery settings resulted in significantly greater uptake, and reduced inequalities in uptake based on deprivation. Feedback from parents and staff involved in the programme was positive and the programme has since continued in Rhondda Cynon Taf and Merthyr Tydfil for three-year-old children, with plans to scope out extending to the Bridgend locality for the 2023/24 influenza season.

3 Piloting use of Notify with two and three-year-old children in CTM UHB

To address low uptake of influenza vaccination amongst two-year-old children in CTM UHB, a pilot project was developed in partnership between the CTM UHB Local Public Health Team, the CTM Specialist Immunisation Team, the CTM Child Health Team and Public Health Wales' Vaccine Preventable Disease Programme (VPDP).

The pilot aimed to send appointment dates and times to two-year-old children in nine General Practices in Cwm Taf Morgannwg UHB. The UK Government Notify system was identified as a platform which could facilitate this. It was agreed that the platform would be used for letters for all two and three-year-old children, to ensure consistency across intervention and comparison practices. The results of the pilot will be reported separately.

This document reports on the process of using the UK Government Notify system to send letters regarding influenza vaccination to parents of two and three-year olds and presents a resource analysis, comparing the Notify system with standard practice.

Cwm Taf Morgannwg UHB Cyber and Information Governance team approved a Data Protection Impact Assessment (DPIA) proposing use of the Notify platform on 13.09.2022.

4 The UK Government Notify System

The [UK Government 'Notify' system](#) is a Government Digital Service from which users working in central government, Local Authority, or the NHS, can create, customise and send emails, text messages and letters. Notify allows users to send personalised messages using a mail merge into a single template, which can then be sent out in bulk to a list of contacts. The Notify system has been used by some Welsh Health Boards and was the system used to send out appointment dates and times for COVID-19 vaccinations across Wales.

To use Notify to send letters, users must first create a template. Following this, they can then upload a spreadsheet containing the necessary information for the mail merge, such as forename, surname, address lines 1-6, postcode, appointment date, and any other relevant information. The organisation logo also needs to be sent to Notify for the administration to manually upload. A Welsh translation can also be uploaded and personalised in the same way as the English version.

Once uploaded, the letters are sent within one day and received within 3-4 days depending on whether letters are posted first class or second class. Notify produces a report on number of letters delivered and any failures.

Notify can also be used to send messages via SMS text message or via email. These work in a similar way to letters, and require a template to be uploaded, which can then be personalised and sent out using a spreadsheet upload. Due to concerns about data quality and accuracy of telephone numbers and email addresses within the Child Health database, the decision was taken to only use letters in the present pilot.

4.1 Using the UK Government Notify System in CTM UHB 2022

During 2022-23, a total of 8,740 letters were sent to two and three-year-old children across CTM UHB (See Table 1). Nine practices in CTM UHB were involved in a pilot, through which parents/guardians were sent an appointment date/time for their child's vaccination (reported elsewhere). These letters were posted first class due to time constraints. All other letters were posted second class.

Table 1: Total letters sent in CTM UHB in 2022 (n=8,740)

Description	Bridgend	Rhondda/ Merthyr	Total
Pilot practices	286	507	793
Two-year-old children	1,160	2,506	3,666
Three-year-old children	1,510	2,771	4,281
Total	2,956	5,784	8,740

Notify charges per letter and the price includes paper, postage, double-sided colour printing and a C5 size envelope with an address window. Table 2 shows the price per letter, depending on sheets included.

Table 2: Notify postage prices

Description	2nd class	1st class
1 sheet, double sided	41p + VAT	63p + VAT
2 sheets, double sided	46p + VAT	68p + VAT
3 sheets, double sided	51p + VAT	73p + VAT

Letters included a covering page explaining eligibility for vaccination and information about the vaccine, as well as a newly developed sheet of frequently asked questions. A Welsh translation of the letter and frequently asked questions was also included. As a result, each letter comprised two sheets of paper, printed double sided. Three letter templates were used:

1. Pilot practices: A personalised bilingual letter, which included eligibility information, FAQ and an appointment date and time for their vaccination (Appendix C).
2. All two-year-olds and three-year-olds in Bridgend: A personalised bilingual letter, which included eligibility information, FAQ, and a statement informing them that they will hear from their General Practice regarding vaccination (Appendix D).
3. Three-year-olds in Merthyr Tydfil and Rhondda Cynon Taf: A personalised bilingual letter, which included eligibility information, FAQ, and a statement informing them that their child would be offered the vaccination in their Local Authority nursery (Appendix E).

Instructions for preparing the spreadsheet and using the Notify platform can be found in Appendix F.

4.1.1 Resource implications for using the Notify platform

Table 3 shows the total costs (including VAT) for the letters that were posted out to all two and three-year-old children in CTM UHB. The total cost of sending all the letters (n=8,740) was £5,033.83.

Table 3: Total costs for GOV.UK/Notify (VAT included)

Description	Bridgend	Rhondda/ Merthyr	Cost
Pilot practices (First class)	£233.38	£413.71	£647.09
Two-year-old children (Second class)	£640.32	£1383.31	£2,023.63
Three-year-old children (Second class)	£833.52	£1529.59	£2,363.11
Total	£1,707.22	£3,326.61	£5,033.83

*NOTE: additional test/incorrect address letters (n=10, £8.16) included in Bridgend pilot practice calculations.

In addition to the financial implications of using Notify, it is important to note the staff time taken to prepare the databases and use the platform. Table 4 demonstrates the number of hours required by different staff members at different banding, and calculates an estimation of the cost for this staff time.

Table 4: Staff costs for using GOV.UK/Notify

Description	Hours	Hourly rate*	Staff banding	Estimated cost
System set up (PHW)**	10	£23.44	Band 7	£234.40
	10	£19.96	Band 6	£199.60
Database preparation***	15	£12.73	Band 4	£190.95
	4	£11.14	Band 3	£44.56
Uploading data to Notify***	6	£23.44	Band 7	£140.64
	4	£12.73	Band 4	£50.92
	2	£16.13	Band 5	£32.26
Total		£893.33		

*NOTE: Hourly cost has been calculated based on the Agenda for Change top step point for the band, without including estate costs. [Hourly pay scales 2021/22 | NHS Employers](#)

***NOTE: System set up and preparation would not need to be undertaken on an annual basis as templates from previous years could be used.*

****NOTE: The time to prepare the databases and upload the data to Notify includes additional time to prepare the spreadsheets for the pilot practices with appointment times, and to upload pilot practice spreadsheets on an individual basis.*

4.1.2 Total cost for using Notify for two and three-year-olds in CTM UHB in 2022

Based on the cost and resource calculations presented, the total cost for sending letters to all two and three-year-olds in CTM UHB in 2022 was £5,927.16, with a cost per child of £0.68.

It is important to note that the introduction and set up of the Notify platform introduced additional costs that would not necessarily be repeated, as did the appointment time/date pilot. In the future, there would not be an additional cost for first class postage for some children, as this was due to a one-off pilot.

On this basis, continuing to use Notify in future years would only require a second class letter per child, and reduced Band 4 and 5 time to prepare databases and upload data to Notify (see Table 5). This would result in a total cost of £4,966.56 for all letters in CTM UHB.

Table 5: Ongoing costs for Notify use post-pilot

Description	Cost per child	Overall cost (n=8,740)
Second class letter & postage in Notify	£0.55	£4,807
Staff time: 10 hours Band 4, 2 hours Band 5	£0.018	£159.56
Total	£0.57	£4,966.56

4.1.3 Resource implications for standard practice (in-house)

Prior to using Notify, the Child Health Teams were responsible for printing, packaging, processing and posting all letters for two and three-year-old children in house (approximately 9000 letters). This process is still undertaken for the school influenza vaccination programme, which involves processing of approximately 75,000 letters across CTM UHB.

An estimation of the cost implications and resource implications of this for two and three-year-old children has been calculated and presented in Tables 6 and 7.

Table 6: Resource costs for in-house letters (VAT included)

Description	Price per child	Total cost (n=8,740)
Paper	£0.007	£59.82
Printing	£0.018	£160.00
Envelope	£0.01	£91.29
Labels	£0.007	£60.00
Postage	£0.69	£6,030.60
Total	£0.732	£6,401.71

Table 7: Staff costs for in-house letters

Description	Hours	Hourly rate*	Staff banding	Estimated cost
Printing & photocopying	5.5	£10.19	Band 2	£56.04
Envelope processing**	61			£621.59
Total				£677.63

*NOTE: Hourly cost has been calculated based on the Agenda for Change top step point for the band, without including estate costs. [Hourly pay scales 2021/22 | NHS Employers](#)

**NOTE: Calculated based on 10 seconds to stuff and seal each envelope, 5 seconds to label each envelope and 10 seconds to frank each envelope; based on n=8,740 children.

Based on the cost and resource calculations presented, the total cost for sending letters to all two and three-year-olds in CTM UHB in 2021 was £7,079.34, with a cost per child of £0.81.

4.1.4 Resource implications for standard practice (locally outsourced)

In 2021, staffing issues in Rhondda Cynon Taf/Merthyr Tydfil meant that it would not be possible to process and deliver the letters for two and three-year-olds in house. As a result, this task was outsourced to a local company. This cost £4535.52 for ~5,700 children, resulting in a £0.80 per child cost.

4.1.5 Cost comparison

Comparing the three delivery models has identified that the Notify system has a lower cost per letter, and is less resource intensive than completing the letter processing in-house (Table 8).

Table 8: Cost comparison between using Notify, local outsourcing and in-house processing to send letters for two and three-year-old children.

Option	Cost per child (posted 2 nd class)	Total estimated cost for n=8,740 children
Notify letters	£0.57	£4,966.56
Local outsourcing	£0.80	£6,992.00
In-house letters	£0.81	£7,079.34

Furthermore, the Notify system allowed for personalisation of the letters, which was not possible using the other two methods.

5 Limitations of the UK Government Notify platform

Despite the merits identified in this report, it is important to note some limitations of the Notify platform:

- QR codes/images other than the organisation logo cannot be uploaded to a template when the template is personalised.
- The font size/space available on the letter cannot be amended.
- It is not possible to include additional documentation in different formats within the letter (e.g. information leaflet, consent form).

6 Conclusions

The present report has demonstrated that the Notify platform provides an opportunity to reduce costs and resource use, compared with standard practice. It also has the benefit of allowing for personalisation of letters, with the potential for adding appointment dates and times (to be reported separately).

As previously mentioned, the Child Health team currently distribute ~75,000 letters to parents/guardians of school-aged children for the influenza vaccination programme delivered in school. Additional letters/mailers are sent for routine immunisations. There may be scope to use the Notify platform to support the dissemination of these letters in the future, to improve effective use of resources and free up available resource to undertake other vaccination promotion or improve data quality/accuracy during the vaccination campaign.

Based on the findings presented in this report, we recommend that Notify is used in future Fluenz vaccination campaigns for two and three-year-old children, and use of Notify in other vaccination and public health projects is explored.

7 Acknowledgements

This report has been prepared as part of a larger pilot study exploring efficacy of centrally appointing two-year-old children to Fluenz appointments in Primary Care. The findings of this pilot will be reported separately.

The pilot is a partnership project between CTM UHB Local Public Health Team, Specialist Immunisation Team, Child Health Team and Public Health Wales Vaccine Preventable Disease Programme. The team comprised:

- Dr Simon Cottrell, Senior Principal Epidemiologist, PHW VPDP
- Dr Rebecca Cushen, Consultant in Public Health, CTM UHB
- Rhianydd Davey, Immunisation Co-ordinator, CTM UHB
- Dr Megan Elliott, Senior Public Health Practitioner, CTM UHB
- Hayley Gale, Immunisation Nurse Facilitator, CTM UHB
- Caroline Harris, Senior Epidemiologist, PHW VPDP
- Rhian Meaden, Principal Public Health Practitioner, CTM UHB
- Jo Pritchard, Clerical Officer, CTM UHB
- Rebecca Rowe, Community Child Health Administration Manager, CTM UHB
- Jayne Standing, Child Health Team Leader, CTM UHB
- Charlotte Todd, Public Health Practitioner, CTM UHB
- Hawys Youlden, Lead Nurse Practitioner Immunisations, CTM UHB

8 References

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9 Appendices

9.1 Appendix A: Letter to Parents of all 2 year old children and 3 year old children in Bridgend in 2021/22



**Cwm Taf Morgannwg
University Health Board**
Community Health Office,
Heol Draw,
Upper Church Village,
Pontypridd,
Rhondda Cynon Taff
CF38 1UR

September 2021

Dear Parent/Guardian,

Children's flu vaccination programme 2021/22

This letter contains important advice about your child named on the envelope of this letter. Now they are two years old (age on 31 August 2021) **they are eligible for an influenza (flu) vaccine each autumn.**

The vaccine offered to most children is a nasal spray, not an injection and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt.

Children are more likely to suffer from flu than adults. Giving flu vaccine to children helps stop them catching and spreading the infection, so it protects them plus the people around them.

This year the flu vaccine is recommended for children aged two years old to those in school year 11. When your child starts primary school they will then be offered the vaccine each autumn term.

If you would like more information about flu vaccination for children, visit <https://phw.nhs.wales/flu vaccine>, or telephone NHS Direct Wales on 0845 46 47, or speak to your health visitor, practice nurse or GP.

What do I need to do now?

Your child's GP surgery should contact you to let you know when to take your child for their nasal spray flu vaccine. If you haven't heard from them by the end of October please contact the surgery

Help keep your child well this winter, make sure they get their flu vaccine.

Yours faithfully

Gail Clack
Head of Nursing Women and Childrens Clinical Service group

Community Health Office, Heol Draw, Upper Church Village,
Pontypridd, Rhondda Cynon Taff, CF38 1UR

9.2 Appendix B: Letter to Parents of 3 year old children in Merthyr Tydfil and Rhondda Cynon Taf in 2021/22



**Cwm Taf Morgannwg
University Health Board**
Community Health Office,
Heol Draw,
Upper Church Village,
Pontypridd,
Rhondda Cynon Taff
CF38 1UR

September 2021

Dear Parent/Guardian,

Children's flu vaccination programme 2021/22

Your child named on the envelope of this letter is eligible for a flu vaccination this autumn.

Children who are 3 years old (age on 31st August 2021) and attend a **nursery class in school** (Local Authority) will be offered their flu vaccination in school and further information will be provided at a later date.

Parents of 3 year olds who **do not attend a nursery class in school and have not been contacted should contact their child's GP from mid-October onwards to obtain the vaccine.*

The vaccine offered to most children is a nasal spray, not an injection and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt.

Children are more likely to suffer from flu than adults. Giving flu vaccine to children helps stop them catching and spreading the infection, so it protects them plus the people around them.

If you would like more information about flu vaccination for children, visit <https://phw.nhs.wales/flu vaccine>, or telephone NHS Direct Wales on 0845 46 47, or speak to your health visitor, practice nurse or GP.

What do I need to do now?

Your child's School Nursing Service will contact you from September onwards when the flu vaccine is available to let you know when to take your child for their nasal spray (**except 3 year olds not in a Local Authority nursery class - see * above**). If your nursery child is unable to have their vaccination in school, you should contact your child's GP to obtain the vaccine.

Help keep your child well this winter, make sure they get their flu vaccine.


Yours faithfully

Gail Clack
Head of Nursing Women and Childrens Clinical Service group

Community Health Office, Heol Draw, Upper Church Village,
Pontypridd, Rhondda Cynon Taff, CF38 1UR

9.3 Appendix C: Pilot practice letters from Notifly 2022-23


*NOTE: Text highlighted in yellow is personalised.



Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Change

1



030 3451 400000-000000-000000-000000

address line 1
address line 2
address line 3
address line 4
address line 5
address line 6
address line 7

Cwm Taf Morgannwg
University Health Board
Community Health Office,
Hael Draw,
Upper Church Village,
Pontypridd,
Rhondda Cynon Taf
CF38 1UR

Ed

3 October 2022

Children's Flu Vaccination 2022/23

Dear Parent/Guardian,

((FORENAME)) ((SURNAME)) is eligible for a flu vaccine this autumn.

The vaccine offered to most children is a nasal spray, not an injection, and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt. Please see overleaf for answers to frequently asked questions about the vaccine.

What do I need to do now?

An appointment has been arranged for **((FORENAME)) ((SURNAME))** on **((APPOINTMENT DATE))** at **((APPOINTMENT TIME))** in **((APPOINTMENT LOCATION))**. Please contact your child's GP practice on **((PRACTICE TELEPHONE NUMBER))** to re-arrange if you are unable to make this appointment. If you do not want your child to have the vaccine, please contact their GP practice to let them know.

Help keep your child well this winter, make sure they get their flu vaccine.

Yours faithfully,
Gail Clack, Head of Nursing, Children and Young People

Page 1 of 4

Frequently Asked Questions

Why should my child have the flu vaccine?

Children are more likely to suffer from flu than adults. Flu is unpleasant and can be serious for some children. The flu vaccine helps protect your child against serious complications from flu, like pneumonia, bronchitis and ear infections. It will also help protect you, their family and their friends, especially if they are vulnerable to complications from flu.

Is the vaccine safe for my child?

Flu vaccines are very safe and have been given to millions of children worldwide.

Does the nasal spray flu vaccine have any side effects?

For a day or 2 after the vaccine, some children may get a temperature, tiredness, a headache, aching muscles, reduced appetite or a blocked/stuffy nose. Other reactions are less common. Children who need an injection, may also have a sore arm for a day or 2 after vaccination. The flu vaccine does not cause flu.

Does the nasal spray vaccine contain gelatine?

Yes, it contains small traces of highly purified porcine gelatine which is also used in a range of essential medicines. Flu injections are gelatine-free. If you would prefer your child to have this, contact your GP. Vaccine contents can be found in the link at the bottom of the page.

What if my child has a health condition?

If your child has certain health conditions such as diabetes, kidney and liver diseases, it is very important they have a flu vaccine every year as they are at greater risk of complications from flu.

What if I am concerned about my child having the vaccine?

More information can be found in the links below. If you are still concerned, please contact your Health Visitor, or call your practice to speak to your practice nurse or GP.
phw.nhs.wales/topics/immunisation-and-vaccines/flu/vaccine/about/
www.medicines.org.uk/emc/product/3296

Page 2 of 4

Annwyl Riant/Gwarcheidwad

Mae **((FORENAME)) ((SURNAME))** yn gynnwys i gael brechlyn fflw yr hydref hwn.

Chwistrell trwynol, nid pigiad, yw'r brechlyn sy'n cael ei gynnwys i'r rhan fwyaf o blant, a does dim nodwydd. Mae'n niwl mân sy'n cael ei chwistrellu i fyny'r trwyn ac nid yw'n brifo. Gweler drosodd am atebion i gwestiynau cyffredin am y brechlyn.

Beth sydd angen i mi ei wneud nawr?

Mae apwyntiad wedi'i drefnu ar gyfer **((FORENAME)) ((SURNAME))** ar **((APPOINTMENT DATE))** am **((APPOINTMENT TIME))** yn **((WELSH APPOINTMENT LOCATION))**. Cysylltwch â phraxis meddyg teulu eich plentyn ar **((PRACTICE TELEPHONE NUMBER))** i ail-drefnu os na allwch chi ddod i'r apwyntiad hwn.

Os nad ydych chi eisiau i'ch plentyn gael y brechlyn, cysylltwch â'i braxis meddyg teulu i roi gwybod iddyn nhw.

Helpwch gadw'ch plentyn yn iach y gaeaf hwn, gwnewch yn siŵr ei fod yn cael ei frechlyn fflw.

Yn gywir
Gail Clack, Pennaeth Nyrsio, Plant a Phobl Ifanc

Cwestiynau Cyffredin

Pam ddylai fy mhentyn gael y brechlyn fflw?

Mae plant yn fwy tebygol o ddirodd o'r fflw nag oedolion. Mae'r fflw yn annymunol ac yn gallu bod yn ddifrifol i rai plant. Mae'r brechlyn fflw yn helpu i amddiffyn eich plentyn rhag cymhlethdodau difrifol o ganlyniad i'r fflw, fel niwmonia, bronchitis a heintiau'r glust. Bydd hefyd yn helpu i'ch amddiffyn chi, eu teulu a'u ffrindiau, yn enwedig os ydych chi'n agored i gymhlethdodau yn sgil y fflw.

A yw'r brechlyn yn ddiogel i fy mhentyn?

Mae brechlynnau fflw yn ddiogel iawn ac maen nhw wedi'u rhoi i filiynau o blant ledled y byd.

A oes gan y brechlyn fflw chwistrell trwynol unrhyw sgil effeithiau?

Am ddiwrod neu 2 ar ôl y brechlyn, gall rhai plant fod â thymheredd uchel, blinder, cur pen, cyhyrau ddolurus, llai o awydd bwyd neu drwyn wedi blocio. Mae adweithiau eraill yn llai cyffredin. Fe all braich plant sydd angen pigiad, fod yn ddolurus am ddiwrod neu 2 ar ôl cael y brechiad hefyd. Nid yw'r brechlyn fflw yn achosi'r fflw.

A yw'r brechlyn chwistrell trwynol yn cynnwys gelatin?

Ydy mae'n cynnwys olion bach o gelatin porslen hynod o bur sydd hefyd yn cael ei ddelfnyddio mewn amryw o feddygiaethau hantodol. Does dim gelatin mewn pigiadau fflw. Os byddai'n well gennych i'ch plentyn gael hwn, cysylltwch â'ch meddyg teulu. Mae cynnwys y brechlyn i'w gweld yn y ddolen ar waelod y dudalen.

Beth os oes gan fy mhentyn gyflwr iechyd?

Os oes gan eich plentyn rai cyflyrau iechyd fel diabetes, clefydau'r arennau a'r afu, mae'n bwysig iawn ei fod yn cael brechlyn fflw bob blwyddyn gan ei fod mewn mwy o berygl o gael cymhlethdodau yn sgil y fflw.

Beth os ydych chi'n poeni am fy mhentyn yn cael y brechlyn?


Mae mwy o wybodaeth ar gael yn y dolenni isod. Os ydych chi'n dal i bryderu, cysylltwch â'ch Ymwelydd Iechyd, neu ffoniwch eich praxis i siarad â nyrs y praxis neu'ch meddyg teulu.
icc.gig.cymru/pynciau/imiweiddio-a-brechlynnau/brechlynffw/ynglyn-ar-brechlyn/
www.medicines.org.uk/emc/product/3296

Page 4 of 4

Page 3 of 4

9.4 Appendix D: Letters for all two-year-olds and three-year-olds in Bridgend 2022-23

*NOTE: Text highlighted in yellow is personalised.

 **Bwrdd Iechyd Prifysgol**
Cwm Taf Morgannwg
University Health Board

Change

2

108_001_000000_000000_0000_0000

address line 1
address line 2
address line 3
address line 4
address line 5

Cwm Taf Morgannwg
University Health Board
Community Health Office,
Heol Draw,
Upper Church Village,
Pontypridd,
Rhonda Cynon Taff
CF38 1UR

3 October 2022

Children's Flu Vaccination Programme
2022/2023

Dear Parent/Guardian,

((FORENAME)) ((SURNAME)) is eligible for a flu vaccine this autumn.

The vaccine offered to most children is a nasal spray, not an injection, and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt. Please see overleaf for answers to frequently asked questions about the vaccine.

What do I need to do now?

Your child's GP practice should contact you to arrange an appointment from September onwards. If you have not been contacted by the end of October, please contact them.

Help keep your child well this winter, make sure they get their flu vaccine.

Yours faithfully,
Gail Clack, Head of Nursing, Children and Young People

Page 1 of 4

Frequently Asked Questions

Why should my child have the flu vaccine?

Children are more likely to suffer from flu than adults. Flu is unpleasant and can be serious for some children. The flu vaccine helps protect your child against serious complications from flu, like pneumonia, bronchitis and ear infections. It will also help protect you, their family and their friends, especially if they are vulnerable to complications from flu.

Is the vaccine safe for my child?

Flu vaccines are very safe and have been given to millions of children worldwide.

Does the nasal spray flu vaccine have any side effects?

For a day or 2 after the vaccine, some children may get a temperature, tiredness, a headache, aching muscles, reduced appetite or a blocked/stuffy nose. Other reactions are less common. Children who need an injection, may also have a sore arm for a day or 2 after vaccination. The flu vaccine does not cause flu.

Does the nasal spray vaccine contain gelatine?

Yes, it contains small traces of highly purified porcine gelatine which is also used in a range of essential medicines. Flu injections are gelatine-free. If you would prefer your child to have this, contact your GP. Vaccine contents can be found in the link at the bottom of the page.

What if my child has a health condition?

If your child has certain health conditions such as diabetes, kidney and liver diseases, it is very important they have a flu vaccine every year as they are at greater risk of complications from flu.

What if I am concerned about my child having the vaccine?

More information can be found in the links below. If you are still concerned, please contact your Health Visitor, or call your practice to speak to your practice nurse or GP.

phw.nhs.wales/topics/immunisation-and-vaccines/flu-vaccine/about/
www.medicines.org.uk/emc/product/3296

Page 2 of 4

Annwylf Riant/Gwarcheidwad

Mae ((FORENAME)) ((SURNAME)) yn gynnwys i gael brechlyn fflw yr hydref hwn.

Chwistrell trwynol, nid pigiad, yw'r brechlyn sy'n cael ei gynnig i'r rhan fwyaf o blant, a does dim nodwydd. Mae'n niwl mân sy'n cael ei chwistrellu i fyny'r trwyn ac nid yw'n brifo. Gweler drosodd am atebion i gwestiynau cyffredin am y brechlyn.

Beth sydd angen i mi ei wneud nawr?

Dylai practis meddyg teulu eich plentyn gysylltu â chi i drefnu apwyntiad o fis Medi ymlaen. Os nad ydyn nhw wedi cysylltu â chi erbyn diwedd Hydref cysylltwch â nhw os gwelwch yn dda.

Helpwch gadw'ch plentyn yn iach y gaeaf hwn, gwnewch yn siŵr ei fod yn cael ei brechlyn fflw.

Yn gywir
Gail Clack, Pennaeth Nyrsio, Plant a Phobl Ifanc

Cwestiynau Cyffredin

Pam ddylai fy mhientyn gael y brechlyn fflw?

Mae plant yn fwy tebygol o ddoddef o'r fflw nag oedolion. Mae'r fflw yn anrhyngol ac yn gallu bod yn ddifrifol i rai plant. Mae'r brechlyn fflw yn helpu i amddiffyn eich plentyn rhag cymhlethdodau difrifol o ganlyniad i'r fflw, fel niwmonia, bronchitis a heintiau'r glust. Bydd hefyd yn helpu i'ch amddiffyn chi, eu teulu a'u ffrindiau, yn enwedig os ydyn nhw'n agored i gymhlethdodau yn sgil y fflw.

A yw'r brechlyn yn ddiogel i fy mhientyn?

Mae brechlynnau fflw yn ddiogel iawn ac maen nhw wedi'u rhoi i filiynau o blant ledled y byd.

A oes gan y brechlyn fflw chwistrell trwynol unrhyw sgil eifeithiau?

Am ddiwrnod neu 2 ar ôl y brechlyn, gall rhai plant fod â thymheredd uchel, blinder, cur pen, cyhyrau dolurus. I lai o awydd bwyd neu drwyn wedi blocio. Mae adweithiau eraill yn llai cyffredin. Fe all braich plant sydd angen pigiad, fod yn ddolurus am ddiwrnod neu 2 ar ôl cael y brechiad hefyd. Nid yw'r brechlyn fflw yn achosi'r fflw.

Page 3 of 4

A yw'r brechlyn chwistrell trwynol yn cynnwys gelatin?

Ydy mae'n cynnwys olion bach o gelatin porslen hynod o bur sydd hefyd yn cael ei ddefnyddio mewn amryw o feddyginiaethau hanfodol. Does dim gelatin mewn pigiadau fflw. Os byddai'n well genrych i'ch plentyn gael hwn, cysylltwch â'ch meddyg teulu. Mae cynnwys y brechlyn i'w gweld yn y ddolen ar waelod y dudalen.

Beth os oes gan fy mhientyn gyflwr iechyd?

Os oes gan eich plentyn rai cyflyrau iechyd fel diabetes, clefydau'r arennau a'r afu, mae'n bwysig iawn ei fod yn cael brechlyn fflw bob blwyddyn gan ei fod mewn mwy o berygl o gael cymhlethdodau yn sgil y fflw.

Beth os ydw i'n poeni am fy mhientyn yn cael y brechlyn?

Mae mwy o wybodaeth ar gael yn y dolenni isod. Os ydych chi'n dal i bryderu, cysylltwch â'ch Ymwelydd Iechyd, neu ffoniwch eich practis i siarad â nyrs y practis neu'ch meddyg teulu.
icc.gig.cymru/pynciau/imwneiddio-a-brechlynnau/brechlynfflw/ynglyn-ar-brechlyn/
www.medicines.org.uk/emc/product/3296

Page 4 of 4

*NOTE: Text highlighted in yellow is personalised.



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Is the vaccine safe for my child?

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Does the nasal spray flu vaccine have any side effects?

For a day or 2 after the vaccine, some children may get a temperature, tiredness, a headache, aching muscles, reduced appetite or a blocked/stuffy nose. Other reactions are less common. Children who need an injection, may also have a sore arm for a day or 2 after vaccination. The flu vaccine does not cause flu.

Does the nasal spray vaccine contain gelatine?

Yes, it contains small traces of highly purified porcine gelatine which is also used in a range of essential medicines. Flu injections are gelatine-free. If you would prefer your child to have this, contact your GP. Vaccine contents can be found in the link at the bottom of the page.

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What if I am concerned about my child having the vaccine?

More information can be found in the links below. If you are still concerned, please contact your Health Visitor, or call your practice to speak to your practice nurse or GP.

phw.nhs.wales/topics/immunisation-and-vaccines/flu vaccine/about/
www.medicines.org.uk/emc/product/3296

3 October 2022

Children's Flu Vaccination Programme 2022/2023

Dear Parent/Guardian,

((FORENAME)) ((SURNAME)) is eligible for a flu vaccine this autumn.

The vaccine offered to most children is a nasal spray, not an injection and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt. Please see overleaf for answers to frequently asked questions about the vaccine.

What do I need to do now?

Children who attend a nursery class within a local authority school will be offered their flu vaccine via their school nursing service from September onwards. If your child is unable to attend on the date provided or does not attend a nursery class in a local authority school, please contact your child's GP practice to arrange an appointment.

Help keep your child well this winter, make sure they get their flu vaccine.

Yours faithfully,
Gail Clack, Head of Nursing, Children and Young People

Page 1 of 4

Annwyl Biant/Gwarcheidwad

Mae ((FORENAME)) ((SURNAME)) yn gymwys i gael
brechlyn fflw yr hydref hwn.

Chwistrell trwynol, nid pigiad, yw'r brechlyn sy'n cael ei gynnig i'r rhan fwyaf o blant, a does dim nodwydd. Mae'n niwl mân sy'n cael ei chwistrellu i fyny'r trwyn ac nid yw'n brifo. Gweler drosodd am atebion i gwestiynau cyffredin am y brechlyn.

Beth sydd angen i mi ei wneud nawr?

Bydd plant sy'n mynychu dosbarth meithrin mewn ysgol awdurdod lleol yn cael cynnyg i'w brechlyn fflw drwy eu gwasaenau nyrso yn yr ysgol o fîs ddiol ymlaen. Os nad yw eich plentyn yn gallu mynychu ar dyddiad yr apwyntiad neu os nad yw'n mynychu dosbarth meithrin mewn ysgol awdurdod lleol, cysylltwch â phractis meddyg teulu eich plentyn i drefnu apwyntiad os gwelwch yn dda.

Helpwch gadw'ch plentyn yn iach y gaeaf hwn, gwnewch yn siŵr ei fod yn cael ei frechlyn fflw.

Yn gywir
Gail Clack, Pennaeth Nyrsio, Plant a Phobl Ifanc

Cwestiynau Cyffredin

Pam ddylai fy mhientyn gael y brechlyn fflw?

Mae plant yn fwy tebygol o ddiroddel o'r ffluiw nag oedolion. Mae'r ffluiw yn annymunol ond yn gallu bod yn ddifrifol i rai plant. Mae'r brechlyn ffluiw yn helpu i amddiffyn eich plentyn rhag gymhlethdodau difrifol o ganlyniad i'r ffluiw, fel niwmonia, bronchitis a heintiau'r glust. Bydd hefyd yn helpu i'ch amddiffyn chi, eu teulu a'u ffrindiau, yn enwedig os ydyn nhw'n agored i gymhlethdodau yn sgil y ffluiw.

A yw'r brechlyn yn ddiogel i fy mhientyn?

Mae brechlynnau fflw yn ddiogel iawn ac maen nhw wedi'u rhoi i filwyr o blant ledled y byd.

A oes gan y brechlyn fflw chwistrell trwynol unrhyw sgil effeithiau?

Am ddiwrnod neu 2 ar ôl y brechlyn, gall rhai plant fod â thymheredd uchel, blinder, cur pen, cyhyrau dolurus, llai o awydd bwyd neu drwyn wedi blocio. Mae adweithiau eraill yn llai cyffredin. Fe all braich plant sydd angien pigiad, fod yn ddolurus am ddiwrnod neu 2 ar ôl cael y brechiad hefyd. Nid wr'r brechlyn fflwïw yn achosi'r fflwïw.

A vw'r brechlyn chwistrell trwynol yn cynnwys gelatin?

Ydy mae'n cynnwys olion bach o gelatin porslen hynod o bur sydd hefyd yn cael ei ddefnyddio mewn amryw o feddyginaethau hanfodol. Does dim gelatin mewn pigiadau ffliw. Os byddai'n well gennych i'ch plentyn gam gael hwn, cysylltwch â'ch meddyg teulu. Mae cynnwys y brechlyn i'w gweld yn y ddolen ar waelod y dudalen.

Beth os oes gan fy mhlentyn gyflwr iechyd?

Os oes gan eich plentyn rai cyflyrau iechyd fel diabetes, clefydau'r arennau a'r afu, mae'n bwysig iawn ei fod yn cael brechlyn fflw bob blwyddyn gan ei fod mewn mwy o berygl o gael cymhlethdodau yn sgil y fflwdd.

Beth os vdw i'n poeni am fy mhlentyn yn cael y brechlyn?

Mae mwyr o wybodaeth ar gael yn y dolenni isod. Os ydych chi'n dal i bryderu, cysylltwch â'ch Ymwelydd Iechyd, neu ffoniwch eich practis i siarad â nyrs y practis neu'ch meddyg teulu.

icc.gig.cymru/pynciau/imiwneiddio-a-brechlynnau/brechlynnffliw/ynghlyn-ar-brechlyn/
www.medicines.org.uk/emc/product/3296

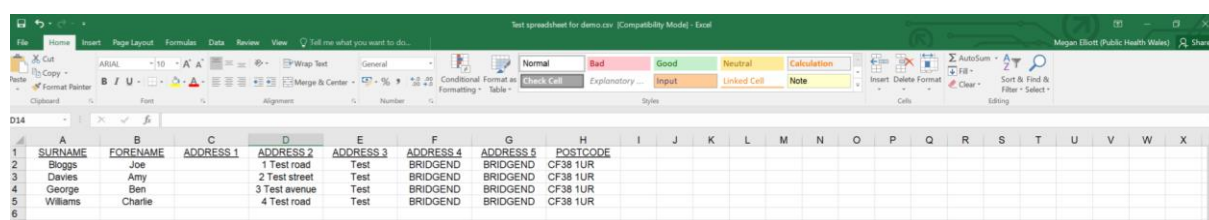
Page 3 of 4

Page 4 of 4

9.6 Appendix F: Step-by-step instructions for preparing the spreadsheet and using the UK Government Notify platform

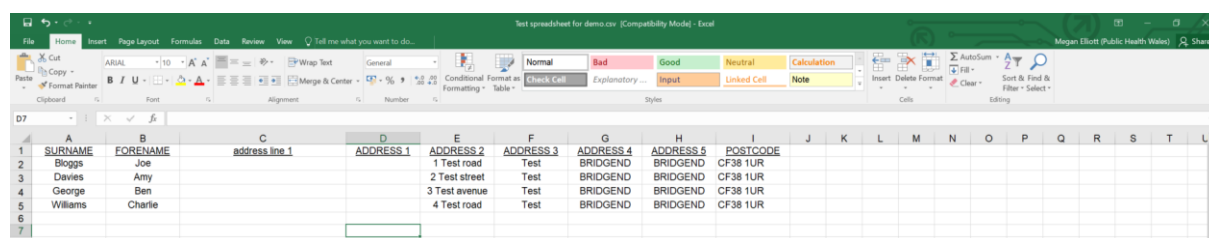
Preparing the spreadsheet

1. Download the spreadsheet from the Cypris system for each practice.
2. Check that the right children are selected, based on row 1 – children born 01/09/2019 to 31/08/2020.
3. Delete rows 1-6.
4. Delete row 2 – which comes directly under heading titles.
5. Delete columns:
 - a. Date of birth (A)
 - b. NHS number (B)
 - c. Gender (E)
 - d. SCH Code (L) – Mother NHS Number (AC)



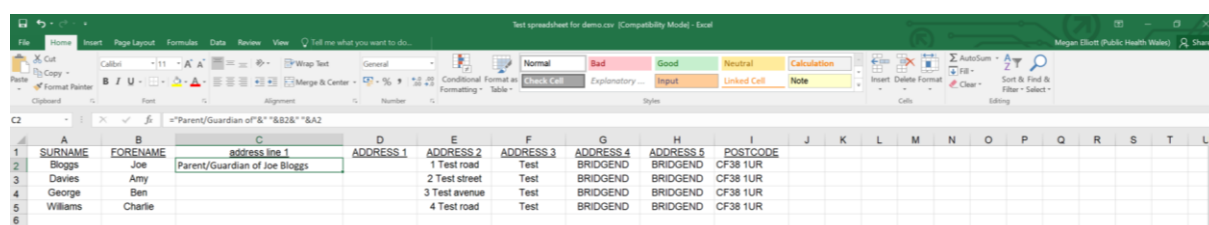
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	SURNAME	FORENAME	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	POSTCODE																
2	Bloggs	Joe		1 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR																
3	Davies	Amy		2 Test street	Test	BRIDGEND	BRIDGEND	CF38 1UR																
4	George	Ben		3 Test avenue	Test	BRIDGEND	BRIDGEND	CF38 1UR																
5	Williams	Charlie		4 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR																
6																								

6. Insert a column to the left of column C. Label this column "address line 1".



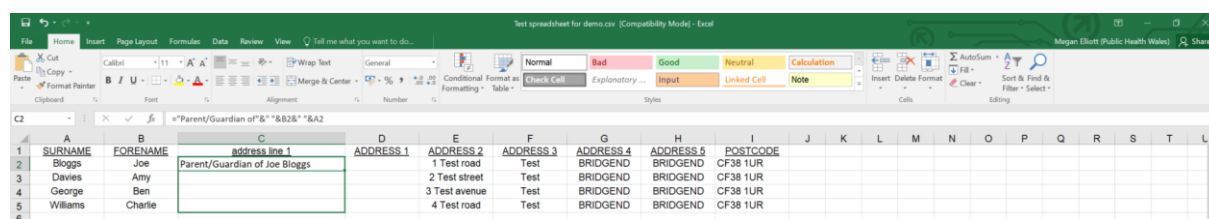
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	SURNAME	FORENAME	address line 1	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	POSTCODE															
2	Bloggs	Joe		1 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
3	Davies	Amy		2 Test street	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
4	George	Ben		3 Test avenue	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
5	Williams	Charlie		4 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
6																								

7. In the first row, type [= "Parent/Guardian of" & "&B2&" "&A2"]. This should result in the text coming up with "Parent/Guardian of [forename of child] [surname of child]", e.g. Parent/Guardian of Joe Bloggs.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	SURNAME	FORENAME	address line 1	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	POSTCODE															
2	Bloggs	Joe	Parent/Guardian of Joe Bloggs	1 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
3	Davies	Amy		2 Test street	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
4	George	Ben		3 Test avenue	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
5	Williams	Charlie		4 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
6																								

8. Copy this formula for all children by hovering on the bottom, right-hand corner of the cell until a black cross appears, and then click that and drag down to the end.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	SURNAME	FORENAME	address line 1	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	POSTCODE															
2	Bloggs	Joe	Parent/Guardian of Joe Bloggs	1 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
3	Davies	Amy		2 Test street	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
4	George	Ben		3 Test avenue	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
5	Williams	Charlie		4 Test road	Test	BRIDGEND	BRIDGEND	BRIDGEND	CF38 1UR															
6																								

	A	B	C	D	E	F	G	H	I
1	SURNAME	FORENAME	address line 1	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	POSTCODE
2	Bloggs	Joe	Parent/Guardian of Joe Bloggs		1 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR
3	Davies	Amy	Parent/Guardian of Amy Davies		2 Test street	Test	BRIDGEND	BRIDGEND	CF38 1UR
4	George	Ben	Parent/Guardian of Ben George		3 Test avenue	Test	BRIDGEND	BRIDGEND	CF38 1UR
5	Williams	Charlie	Parent/Guardian of Charlie Williams		4 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR

9. Change columns for address & postcode to

- ADDRESS 1 → "address line 2"
- ADDRESS 2 → "address line 3"
- ADDRESS 3 → "address line 4"
- ADDRESS 4 → "address line 5"
- ADDRESS 5 → "address line 6"
- POSTCODE → "address line 7"

	A	B	C	D	E	F	G	H	I
1	SURNAME	FORENAME	address line 1	address line 2	address line 3	address line 4	address line 5	address line 6	address line 7
2	Bloggs	Joe	Parent/Guardian of Joe Bloggs		1 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR
3	Davies	Amy	Parent/Guardian of Amy Davies		2 Test street	Test	BRIDGEND	BRIDGEND	CF38 1UR
4	George	Ben	Parent/Guardian of Ben George		3 Test avenue	Test	BRIDGEND	BRIDGEND	CF38 1UR
5	Williams	Charlie	Parent/Guardian of Charlie Williams		4 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR

For letters that are not providing an appointment, skip to step 16.

For letters that are providing an appointment time and date, follow steps 10-16.

10. Go to end of spreadsheet, column J. Add columns for (use exact wording as below):

- "Appointment date"
- "Appointment time"
- "Appointment location"
- "Practice telephone number"
- "Welsh appointment location"

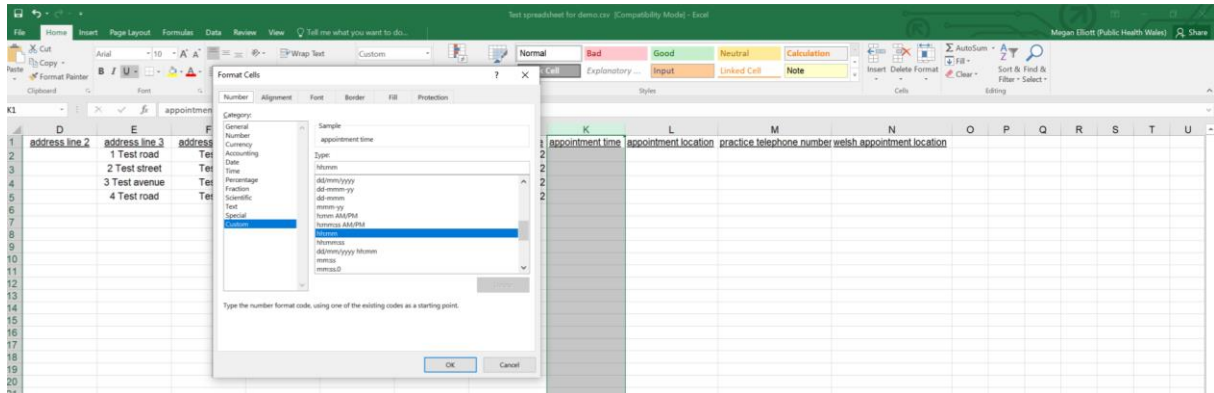
	D	E	F	G	H	I	J	K	L	M	N
1	address line 2	address line 3	address line 4	address line 5	address line 6	address line 7	appointment date	appointment time	appointment location	practice telephone number	welsh appointment location
2		1 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR					
3		2 Test street	Test	BRIDGEND	BRIDGEND	CF38 1UR					
4		3 Test avenue	Test	BRIDGEND	BRIDGEND	CF38 1UR					
5		4 Test road	Test	BRIDGEND	BRIDGEND	CF38 1UR					

11. For appointment date – add date of appointment formatted as DD/MM/YYYY (e.g. 05/10/2022) for first patient. Copy this date for all children who will have clinic appointments on this day. You can do this by highlighting the boxes you want to fill, including the one with the first date, and selecting "fill" and "down".

	D	E	F	G	H	I	J	K	L
1	address line 2	address line 3	address line 4	address line 5	address line 6	address line 7	appointment date	appointment time	appointment location
2		1 Test road	Test	BRIDGEND	BRIDGEND	CF1 AAA	05/10/2022		
3		2 Test street	Test	BRIDGEND	BRIDGEND	CF2 BBB			
4		3 Test avenue	Test	BRIDGEND	BRIDGEND	CF3 CCC			
5		4 Test road	Test	BRIDGEND	BRIDGEND	CF4 DDD			

Once all appointments for that date have been allocated, enter the next clinic date, and repeat the copy/fill process.

12. For appointment time – select column by choosing column header [K] – right click, format cells, choose “Custom” and insert “hh:mm” to the box under the word “Type:”, click OK. This will show appointments on a 24-hour clock.

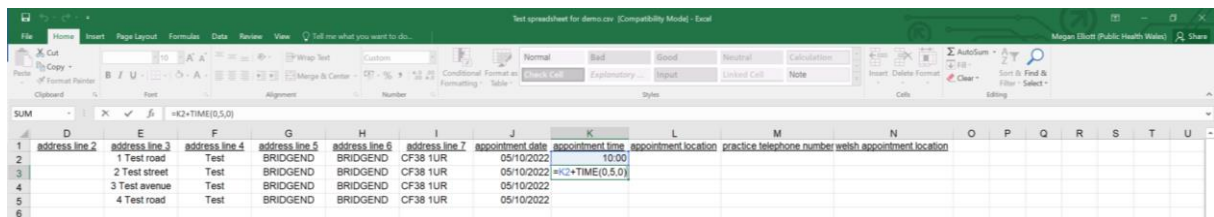


Go to first patient, insert time of first clinic appointment (e.g. “10:00”). Press enter, in box below, write the formula: = (click box above with first appointment time, e.g. K2) +TIME(0,5,0) for five minute intervals between appointments. For 10-minute intervals change the 5 to 10 and so on.

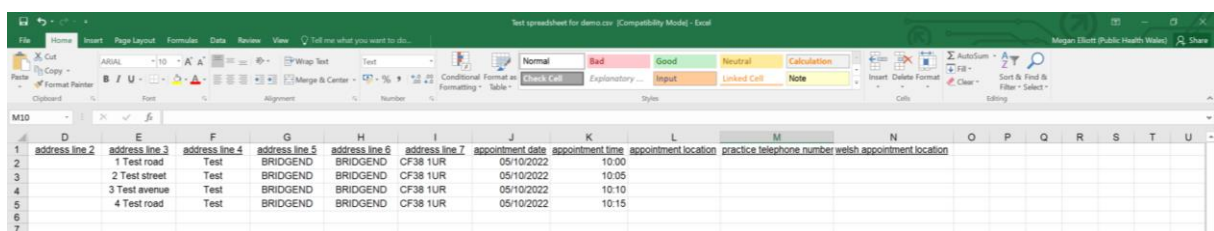
a. Examples:

=K2+TIME(0,10,0) for 10 minute intervals

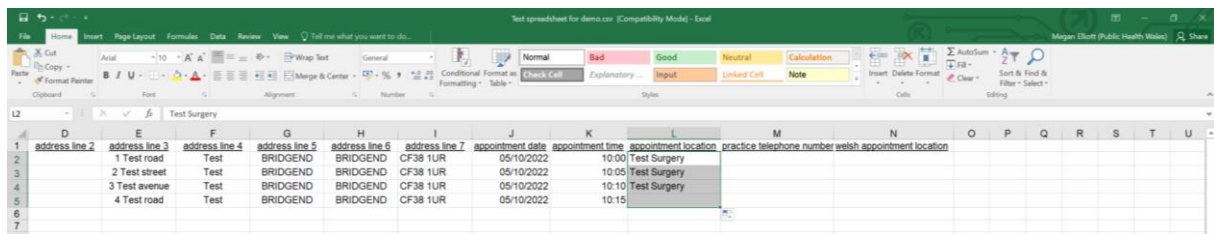
=K2+TIME(0,3,0) for 3 minute intervals



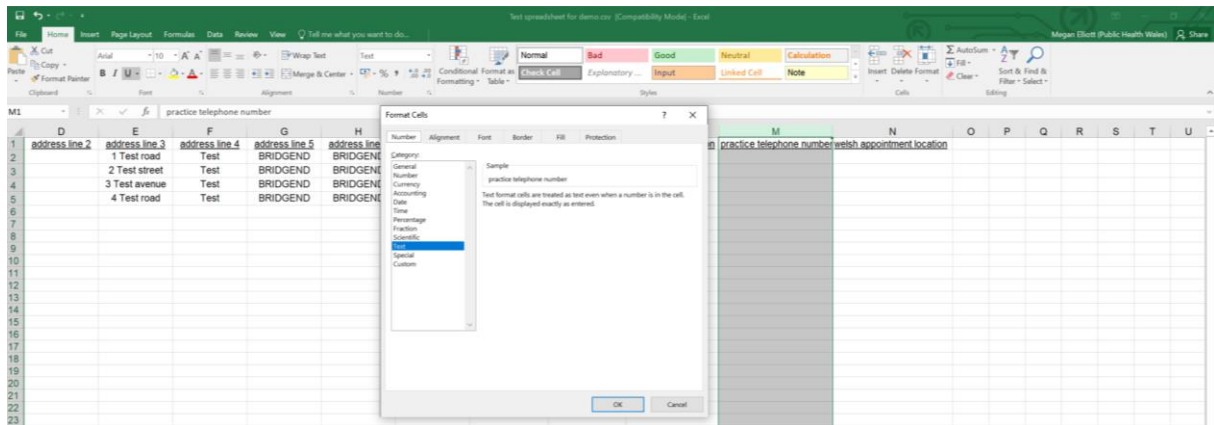
Go to bottom right hand corner of the cell, a black cross will appear, hold the black cross and drag down for all appointments to be allocated within this clinic (e.g. 30 appointments). Once all appointments for that clinic have been allocated, enter the start of the next clinic time, and repeat formula process above.



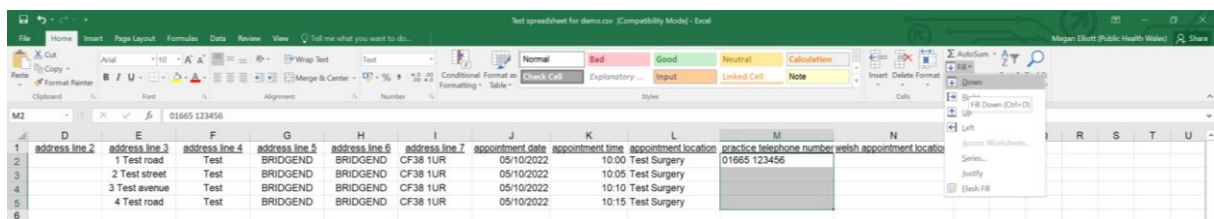
13. For appointment location – write appointment location in first box, drag and drop as above.



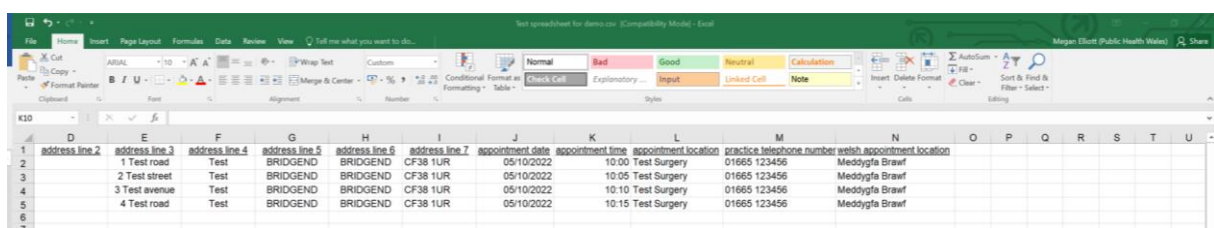
14. For practice telephone – select column by choosing column header [M] – right click, format cells, choose "Text". Insert practice phone number, ensuring the area code is included.



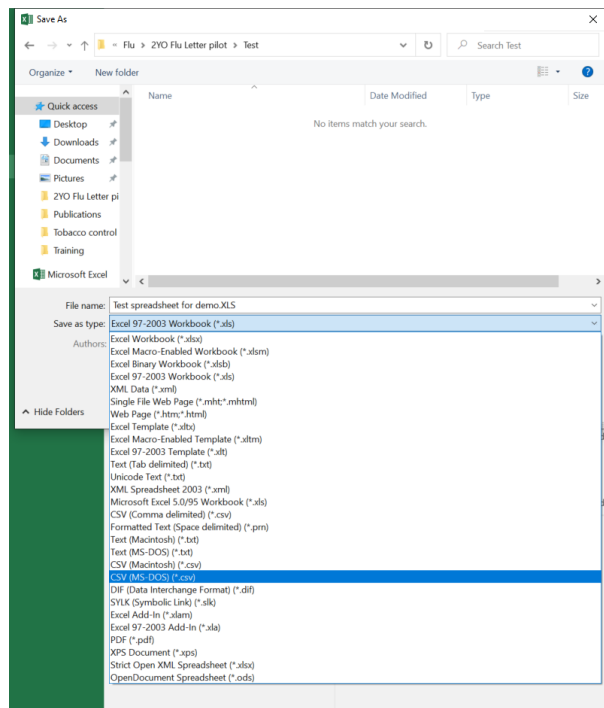
Use the Fill Down tool to copy to all cells.



15. For Welsh appointment location – insert appointment location translated into Welsh.

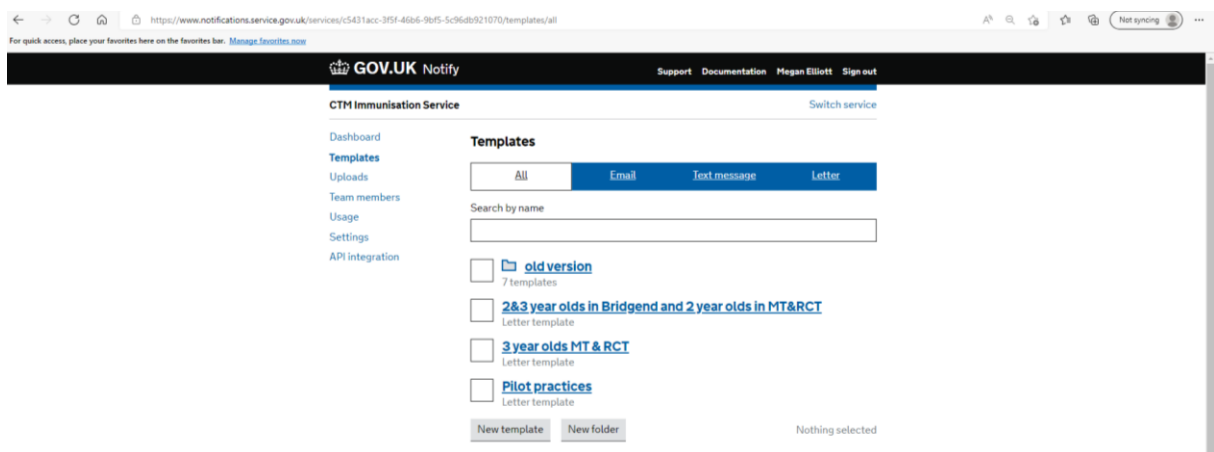


16. Save file, change file type to "CSV (MS-DOS) (*.csv)". A pop up will ask if you want to keep using the format. Choose "yes".



Using GOV.UK/Notify

1. Go into GOV.UK/Notify, go to the templates section.



2. Select the template you wish to use, e.g. "Pilot Practices"
3. Check preview – it should show the letter template with the personalised sections in brackets in yellow, e.g. ((address line 1)). Check postage stamp on top right corner is correct – choose "change" if you want to change to second class.

For quick access, place your favourites here on the favourites bar. [Manage favourites now](#)


GOV.UK Notify Support Documentation Megan Elliott Sign out

CTM Immunisation Service Switch service

Dashboard
Templates
Uploads
Team members
Usage
Settings
API integration

Templates > Pilot practices

Get ready to send

 **1**

3 October 2022

Children's Flu Vaccination 2022/23

Dear Parent/Guardian,

((FORENAME)) ((SURNAME)) is eligible for a flu vaccine this autumn.

The vaccine offered to most children is a nasal spray, not an injection, and there is no needle. It is a fine mist that is sprayed up the nose and it does not hurt. Please see overleaf for answers to frequently asked questions about the vaccine.

What do I need to do now?

An appointment has been arranged for **((FORENAME)) ((SURNAME))** on **((APPOINTMENT DATE))** at **((APPOINTMENT TIME))** in **((APPOINTMENT LOCATION))**. Please contact your child's GP practice on **((PRACTICE TELEPHONE NUMBER))** to re-arrange if you are unable to make this appointment. If you do not want your child to have

4. Check Welsh translation is included in letter template and letter does not exceed 4 sides of A4.

for quick access, place your favourites here on the favourites bar. [Manage favourites now](#)

https://www.notifications.service.gov.uk/services/c5431acc-3f5f-46b6-9bf5-5c96db921070/templates/0567a41b-62b1-4cfe-ba19-dbf54bbe523e

twysf o blant, a does dim nodwydd. Mae'n rhwng mlyn sy'n cael ei chwistrellu i fyny i'w treyn ac nid y'n brio. Gwelir droddod am atebion i gwestiynau cyffredin am y brechlyn.

Beth sydd angen i mi ei wneud nawr?

Mae apwyntiad wedi'i drefnu ar gyfer **((FORENAME)) ((SURNAME))** ar **((APPOINTMENT DATE))** am **((APPOINTMENT TIME))** yn **((PRACTICE TELEPHONE NUMBER))**. Cyswlltwech i'w phroffesi meddyg teulu eich plentyn ar **((PRACTICE TELEPHONE NUMBER))** i ail-drefnu os na allwch chi ddod i'r apwyntiad hwn.

Os nad ydych chi eisiau i'ch plentyn gael y brechlyn, cyswlltwech â'i bractis meddyg teulu i roi gwybodaidd yn nhw.

Helpwch gadw'ch plentyn yn iach y gaeaf hwn, gwnewch yn siŵr ei fod yn cael ei frechlyn fflw.

Yn gwire
Gael Clack, Pennaeth Nyrso, Plant a Phobl Ifanc

Owestiynau Cyffredin

Pam ddylai fy mhientyn gael y brechlyn fflw?

Mae plant yn hwy tebygol o ddiroddel o'r fflw nag oedolion. Mae'r fflw yn anghymurol ac yn gallu bod yn ddifrifol i rai plant. Mae'r brechlyn fflw yn helpu i amddiffyn eich plentyn rhag cymhlethdodau difrifol o gerynnydd i'r fflw. fel rhesmonia, bronchitis a heintiau'r glust. Bydd hysbys yn helpu i'ch amddiffyn chi, eu teulu a'u ffrindiau, yn enwedig os ydych chi'n agored i gymhlethdodau yn sgil y fflw.

A yw'r brechlyn yn ddiogel i fy mhientyn?

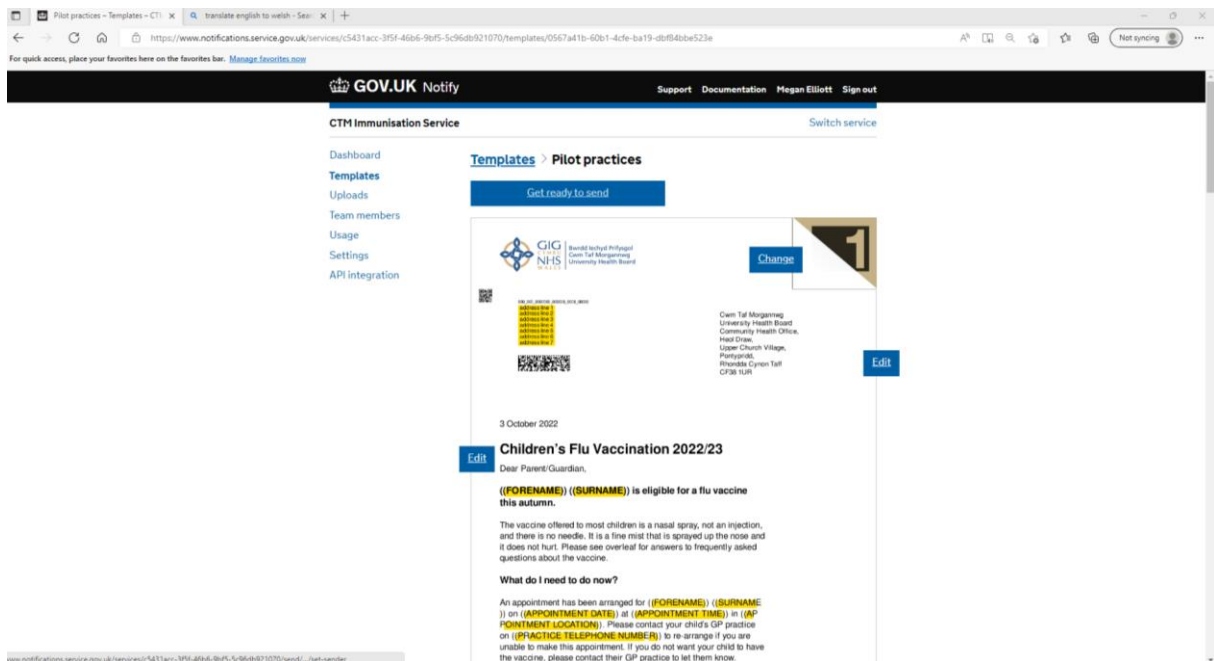
Mae brechlynnau fflw yn ddiogel iawn ac mae'n rhwng wedi'u rhoi i fflwynau o blant ledled y byd.

Page 3 of 4

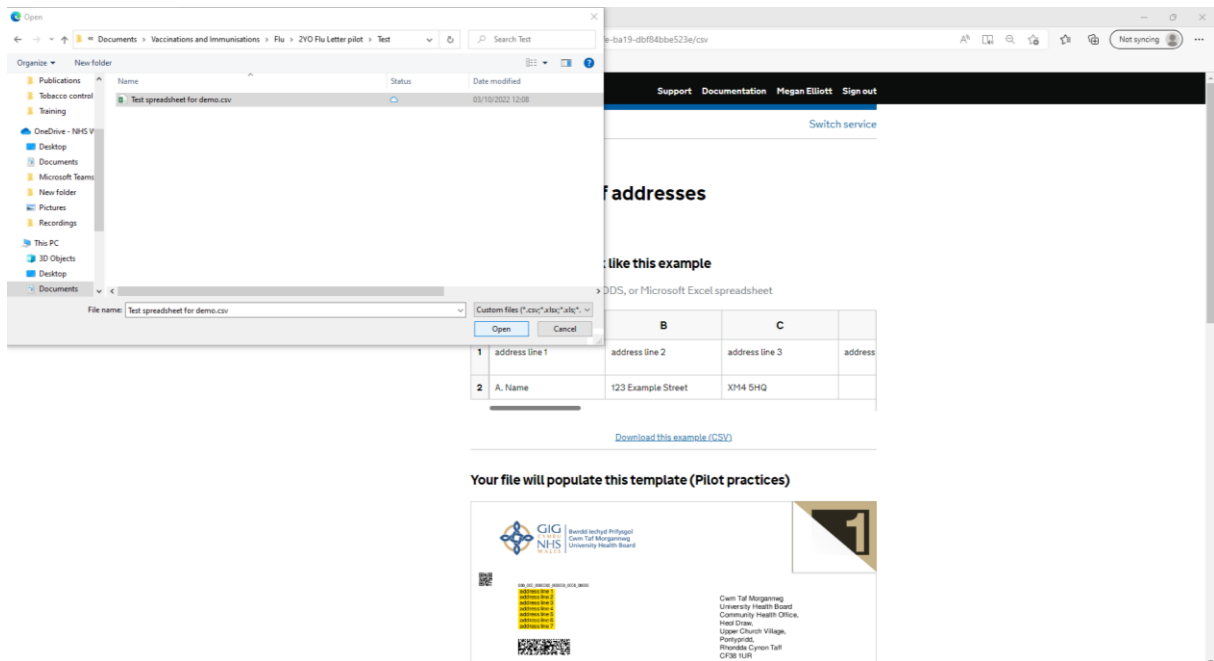
A oes gan y brechlyn fflw chwistrell trwynol unrhyw sgil effeithiau?

Am ddilennod neu 2 ar ôl y brechlyn, gall rhai plant fod â thymheredd uchel, bîndder, cor pan, cyhyrau dolur, fal o awydd beys neu dweyn wead hynin. Mae arweithiau anall yn fâl rufusio. Fia all heintu rhaiant

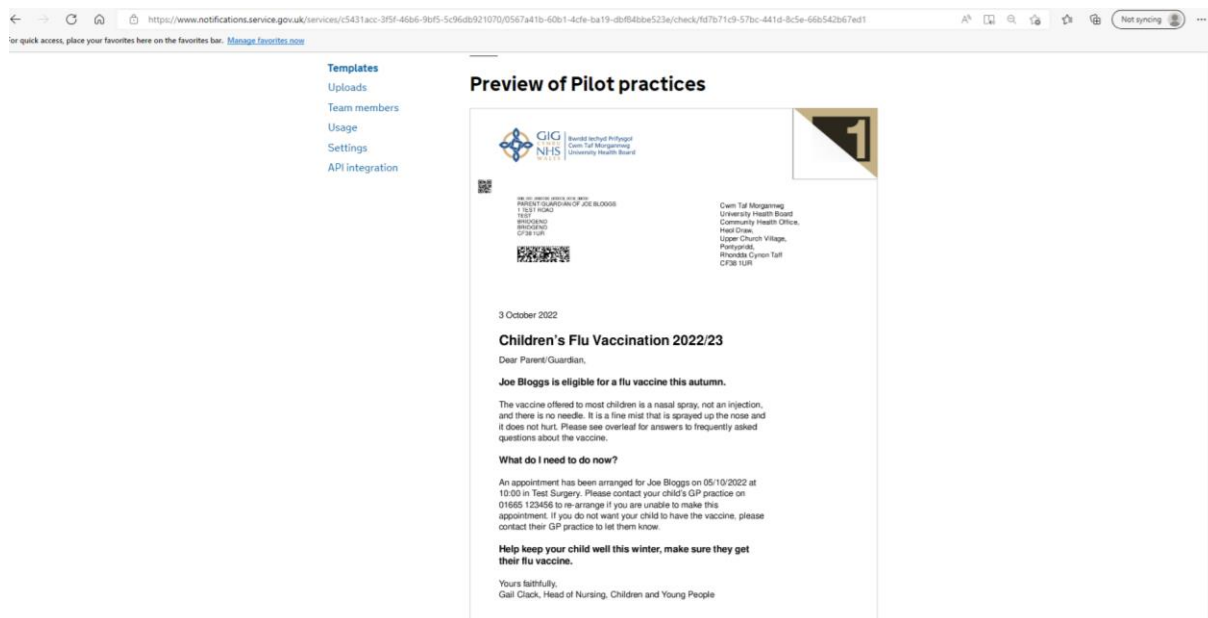
5. Choose "Get ready to send"



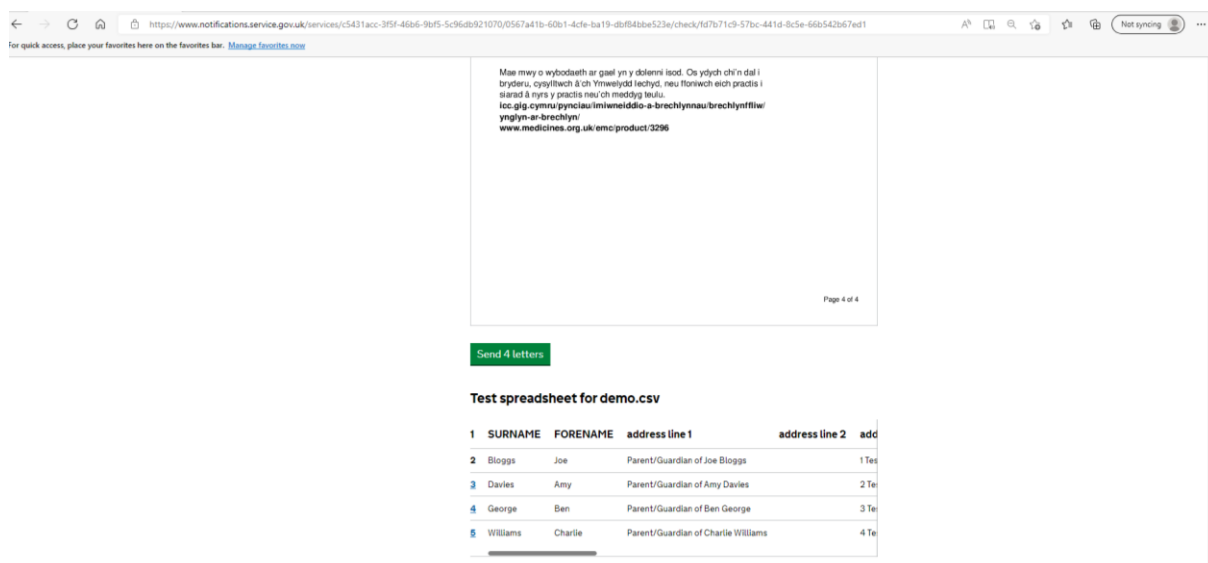
6. A box will appear for addresses, underneath there is a hyperlink which says "Upload a list of addresses". Select this and upload the CSV file that you previously saved.



7. Address any errors which come up – this might include missing data. Where data is missing, you will need to return to the spreadsheet, find the gap and fill it, then reupload the spreadsheet to GOV.UK/Notify.
8. Scroll down and check that the preview looks correct – does it make sense? Do all of the boxes look correct (e.g. first name, surname, appointment time, date, etc.).



9. Once you have checked everything is correct, scroll to the bottom and click "Send X letters".



10. Letters will be printed at 5:30pm on the day of upload. If you identify any issues or mistakes after uploading, the letters can be cancelled before this time.