

Sample SLVE Student Identification Protocol

When conducting SLVEs without parents/guardians present, it's critically important to have protocols in place to ensure that you are vaccinating the right student. Here's an example of a protocol that could be followed.

DO NOT VACCINATE A STUDENT IF YOU ARE UNABLE TO CONFIRM THE IDENTITY USING 2 METHODS.

- Student identity must be verified with **two** methods before vaccinating. **Method 1 is required.**
- **Method 1:** In the classroom, ensure that teachers/staff identify the student by first and last name. Proof of teacher/staff identification can be made by asking them to initial each student's consent form.
- **Method 2:** In the vaccination area the student should self-identify by stating at least three identifying factors such as his/her/their first name, last name, and date of birth. The student should **not** be asked any yes/no questions. Instead, be sure ask "What is your first name?" "What is your last name?" "When is your birthday?" to self-identify.
- If a student is not able to clearly state his/her/their first name, last name, and date of birth, either **method 3 or 4 below** may be used in addition to teacher/staff identification (method 1).

Method 1: Teacher/Staff Identification (REQUIRED)	Method 2: Student Self-Identification
Teacher states “This student’s name is [first name] [last name]” and initials consent form.	First Name Last Name Date of Birth

Alternatives to Method 2

Method 3: Any Combination of 3 of The Following:	Method 4: Second Teacher/Staff Identification or Front Office Assistance
Student First Name Student Last Name Student Date of Birth Mother’s Name Father’s Name Guardian’s Name Street Name	Have a <i>second</i> teacher/staff member independently identify the student by FIRST and LAST names. It may be necessary from time to time to gently accompany exceptionally quiet or scared students to the office to compare their data and picture on file with the information on the consent form to ensure they are the right student.

If the student is unable to verbalize their first and last names and date of birth, the vaccinating nurse should DOCUMENT the verifying information used to confirm the student identity on the consent form.

Adapted from [Shoo the Flu \(bit.ly/ShooTheFluatSchools\)](https://bit.ly/ShooTheFluatSchools)