

**Directions for H1N1 Vaccine Screening Forms, Consent Forms and  
Permission to Share Information**

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1. When vaccinating an adult:
  - Fill out an appropriate screening questionnaire for the vaccine being administered. You can also opt to screen the patient verbally without a form.
  - Ask the individual to read and sign the *Permission to Share H1N1 Vaccine Information for Adult Immunization* form. The permission to share is compliant with the Health Insurance Portability and Accountability Act (HIPAA). If the individual refuses to sign the *Permission to Share* form, you may still vaccinate.
  - **Adapt forms as needed to suit your practice or clinic.**
  - Written consent to vaccinate is **not** required.
  
2. When vaccinating a child with his or her parent(s) or legal representative present:
  - Fill out an appropriate screening questionnaire for the vaccine being administered. You can also opt to screen the patient verbally without a form.
  - **Prepare** the *Permission to Share H1N1 Vaccine Information for a Child Immunized with Parent Present* form by **adding** the school name and address in the indicated area.
  - **Adapt forms as needed to suit your school or facility.**
  - Ask the parent or legal guardian to read and sign the *Permission to Share H1N1 Vaccine Information for a Child Immunized with Parent Present* form. Regardless of past practices, the *Permission to Share* form, which is compliant with HIPAA and Family and Education Rights and Privacy Act (FERPA), must be signed before sharing any vaccination information. If the parent or legal representative refuses to sign the *Permission to Share* form you may still vaccinate the child, but in this case any sharing of vaccination information is prohibited by federal law.
  - Consent to vaccinate is **not** required.
  
3. When vaccinating a child without a parent or legal representative present:
  - Child must have an *H1N1 Flu Vaccine Consent Form* completed and signed by his or her parent or legal representative.
  - **Prepare** the *Permission to Share H1N1 Information* portion on the back of the consent form (or page 2) by **adding** the school name and address in the indicated area.
  - **Adapt forms as needed to suit your practice or clinic.**
  - If parent or legal representative signed the consent to vaccinate form and did not sign the permission to share, you may still vaccinate. The consent to vaccinate form is required to be completed prior to vaccination; the permission to share is not required. However, if the parent or legal representative refuses to sign the *Permission to Share* form you may still vaccinate the child, but in this case any sharing of vaccination information is prohibited by federal law.

(**Note:** See page 2 for additional instructions in schools and other settings where a child may be getting vaccinated when a parent or legal representative is **not** present.)

Massachusetts Department of Public Health (MDPH)  
Immunization Program

**Additional Directions for H1N1 Vaccine Consent Forms and Permission to Share Information in Settings where a Child Is Being Vaccinated and the Parent or Legal Representative Is Not Present**

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*There is no federal requirement to obtain a signature prior to vaccination. However, state law generally requires the consent of a parent or legal representative for the vaccination of minors, if the parent or legal representative is not present at the time of vaccination.*

*When children under 18 years of age are to be vaccinated in the absence of a parent or legal representative, clinic organizers must:*

1. Use the MDPH developed consent and screening forms available at [www.mass.gov/dph](http://www.mass.gov/dph).
2. Ensure that the appropriate consent form is available for the type of vaccine to be administered at the clinic site. For example:
  1. If the site only has injectable H1N1 influenza (inactivated) vaccine available for administration, use the consent form for injectable flu shot only.
  2. Use the “combination” consent form if both injectable and H1N1 nasal spray (live) vaccine are available **OR** if **only** nasal spray (live) vaccine will be used.

**Note: the combination form applies to both types of vaccines and contains additional screening questions pertaining to the nasal spray (live) vaccine.**
3. Send home to parents or legal representative:
  1. The appropriate consent form
  2. The Vaccine Information Statement (VIS), which must be part of the consent process. VISs are available at [www.immunize.org](http://www.immunize.org).
4. Signed consent to vaccinate is required to be completed prior to vaccination, but the Permission to Share is not required. If parents want their child’s record to be shared with their provider and/or health departments, then they need to be sure to **also** sign the ‘Permission to Share section’ on the back (or page 2) of the consent form.
5. Establish procedures for responding to questions from parents or legal representative by telephone or mail.
6. All consent forms must be returned with the proper signature to the clinic organizer prior to the administration of any vaccine.