**DCC Staff Flu Vaccination Procedure 2020**

Step 1

Speak with your line manager and make them aware that you are looking to get your flu vaccination. Speak to them about when is the best time for you to get this done.

Step 2

Call / email the pharmacy which best suits you and make your appointment. Ensure that you have made your line manager aware of this appointment (if it falls within your working hours) and that it suits for you to go at that time.

Step 3

When you attend your appointment please ensure that you are wearing a face covering. If you feel unwell prior to the appointment you should contact the pharmacy for advice.

Step 4

Please be aware of your staff number and which department you work for when attending your appointment. Your Staff Number can be found on your payslip and your line manager will be able to tell you which department you work for.

Step 5

At your appointment you will be asked to give your Name, Date of Birth, Staff Number and the Department who you work for. You will be asked to sign a consent form that the pharmacy can inform DCC that you have received your vaccination.

Step 6

If you are eligible for a vaccination free of charge, please make the pharmacy aware of this. If not DCC will cover the costs. You will not have to make any payment.

Step 6

You will then receive your vaccination.

Step 7

If for any reason you cannot attend your appointment please contact the pharmacy and make them aware of this in good time.