

E-Consent Parent / Guardian User Guide

To enrol a child on the Immunisations Consent Form there are a number of steps that must be completed. This quick guide will go through Enrolment and Consent.

A child is not registered until both parts are complete

Part 1 of 2 - Enrolment

Each child to be vaccinated must be enrolled. Enrolment ensures we can link and validate your child's immunisation with their NHS records. It also ensures that the person registering a child is their correct parent or guardian.

Enter your Child's details

Your child's details

First name	<input type="text" value="Enter a first name e.g. John"/>	?
Last name	<input type="text" value="Enter a last name e.g. Smith"/>	?
Date of birth (DD/MM/YYYY)	<input type="text" value="Enter a date of birth e.g. 15/06/1956"/>	?

Type in their First Name, Last name and Date of Birth. The names should be the same as those used on their GP records.

Shortened names will not work e.g. Tom as a first name, if your child is registered as Thomas on their GP records.

Enter your child's NHS number or Gender

The quickest and easiest method is to enter your child's NHS number. This can usually be found on a recent prescription, GP letter or on the [NHS app](#)

Do you know your child's NHS number?

Yes ?

No

NHS number	<input type="text" value="Enter an NHS number e.g. 123 456 7890"/>	?
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If you do not know your child's NHS number, enter your child's gender. You can optionally add a postcode.

Do you know your child's NHS number? Yes No

Gender

Postcode (optional)

Submit your child's details

I'm not a robot

I'm not a robot

Click "I'm not a robot" and a tick should appear. Click "Submit" to move on to the next section.

Consent

By using this service, you consent to Northumbria Toolkit Training searching NHS Digital's database to verify your child's details.

Validate as a parent or guardian.

After matching your child's details, we need to verify your identity. To do this we need to send you a text message (SMS) or an email to validate your identity.

Where should we send the verification code?

Send an email to Chr*****@n*****

Send an SMS to *****225

I do not recognise any of these contact details

If you recognise a mobile number or email address in the list select it and press "Submit". → Go to Section A

If you do not recognise either of the numbers then select "I do not recognise any of these contact details" and press "Submit". → Go to Section B

Section A

If you selected “Send an SMS to *****” you will receive a text message from NHSNoReply with a validation code.



If you selected “Send an email to *****@*****” you will receive an email from no-reply@inhealthcare.co.uk with a validation code.



Type the verification code from the SMS message or the email into the Verification Code box and press “Submit”.

Enter the verification code

The verification code has been successfully sent!

Please enter it below to continue the enrolment process. If copying and pasting the code, ensure that you only select the code itself.

Please be patient if the code does not arrive immediately.

Verification code

Submit

Please note that the validation SMS/email can take up to 15 minutes to be delivered.

After entering the code you have completed the enrolment stage and should see the page below.

✓ Enrolment request submitted

An enrolment request has been successfully submitted for:

Organisation	Northumbria Toolkit Training
Service	Meningococcal ACWY and DTP Immunisation Form

Enrolment Complete

Thank you for filling out the enrolment form. You will shortly be receive an email and a text message with a link to part two of the consent form.

[A quick guide to completing the enrolment and consent forms are available HERE.](#)

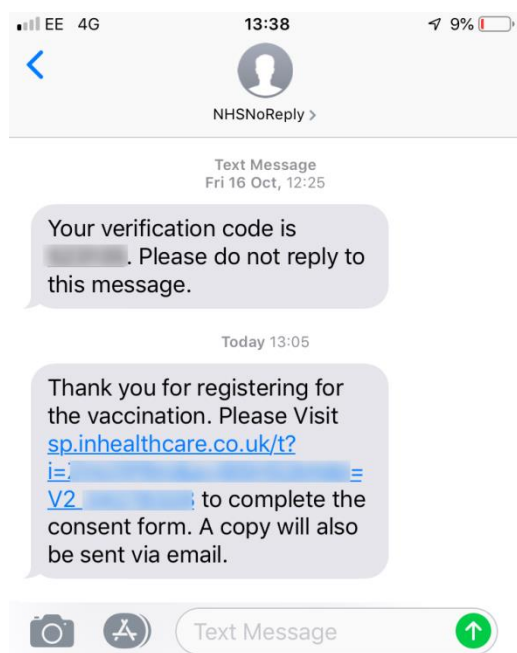
Note

You have not consented to the immunisation until the second form is complete and you will receive a messages confirming the registration of your child.

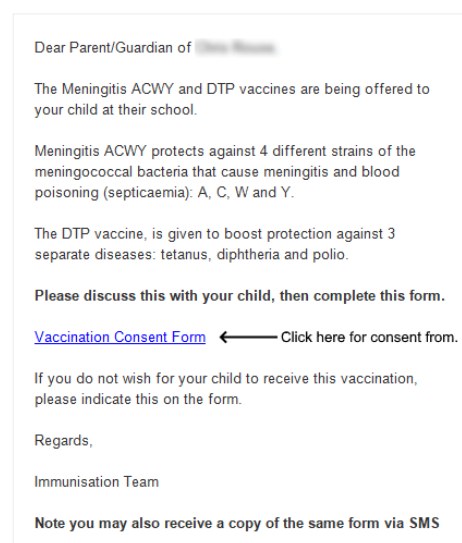
If you haven not received a consent form within 24 hours please check your junk or spam folder before contacting us on:

North Tyneside Schools	0191 2979022
Northumberland and Newcastle Schools	0191 6432867 0191 6432878

You will also be sent an SMS message and email with a link to the consent form.



SMS



E-Mail

Section B

If you could not identify either your email address or mobile phone number, you can still validate using the school code provided by the school.

Enter School code

Please enter a valid school code. This information should have been provided by the school. The code will be a case sensitive 7 digit alphanumeric code similar to **NEW1AB2**

Do you know your child's *School code*? Yes
 No

School code

Submit

You will then be asked to add an email address and mobile number.

Additional contact details

To enable the service to send you the link to the consent questionnaire, reminders, and inform you once your child has been vaccinated; please select or provide the telephone number and email address you would like us to use to contact you. If your child is absent from school on the day of the immunisation, you will be sent a link to arrange a catch up appointment.

Email address

Confirm email address

Which phone number should use to contact you?

Phone number

Confirm phone number

This is a Home number
 Mobile number
 Work number

Submit

After entering your email address and your mobile number you have completed the enrolment stage and should see the page below.

✓ Enrolment request submitted

An enrolment request has been successfully submitted for:

Organisation	Northumbria Toolkit Training
Service	Meningococcal ACWY and DTP Immunisation Form

Enrolment Complete

Thank you for filling out the enrolment form. You will shortly be receive an email and a text message with a link to part two of the consent form.

[A quick guide to completing the enrolment and consent forms are available HERE.](#)

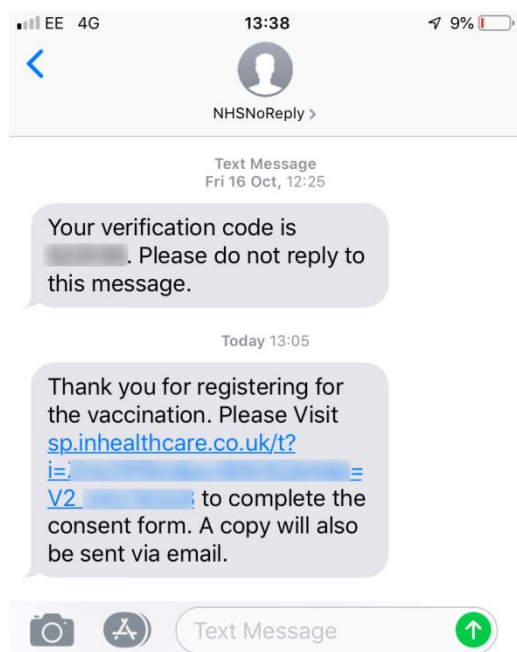
Note

You have not consented to the immunisation until the second form is complete and you will receive a messages confirming the registration of your child.

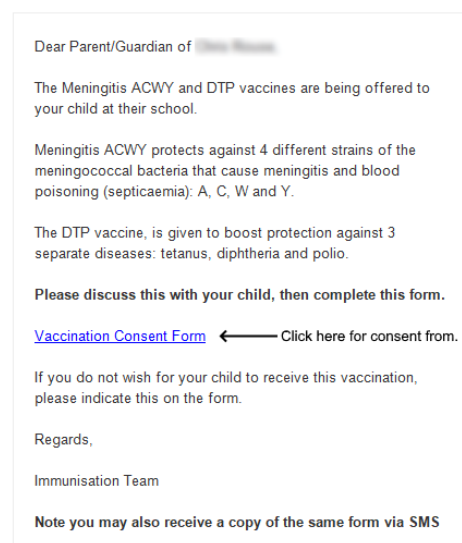
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You will also be sent an SMS message and email with a link to the consent from.



SMS



E-Mail

Part 2 of 2 - Consent

In the consent section we will go through the steps needed to complete the form. The form has three parts. Validation, Consent and Allergy and Medication.

To complete this section, you will need:

- A school code provided by your child's school
- You child's date of birth
- The linked provided from the enrolment section

Validate using your child's date of birth

After opening the link provided via email or SMS you will be asked to enter your child's date of birth.

After entering the date, press "Login". You should then see the page below.

Patient name [REDACTED]
Date of birth 01-Jan-2013
NHS number [REDACTED]
About task Parental consent

Part 2 of 2 - Consent

Thank you for filling out part two of the consent form. In this section we will collect your consent. We will also ask question regarding any previous immunisations or allergies your child may have.

[A quick guide to completing the enrolment and consent forms are available HERE.](#)

The Meningitis ACWY and DTP vaccinations, which protects against prevent Meningitis, Septicaemia, Diphtheria Tetanus and Polio, is being offered to your child at their school. To get the best protection, it is important that your child receives both injections.

Further Information can be found at:

- [Men ACWY](#)
- [DTP](#)

Please discuss this with your child, then complete this form.

Enter school code

Your child's school should have provided you with a school code. The code should be typed with capital letters.

Enter School code

Please enter a valid school code. This information should have been provided by the school. The code will be a case sensitive 7 digit alphanumeric code similar to NEW1AB2.

School code

Once the code is correct a banner will become visible and you can move onto the next step.

Valid code

Consent declaration

You will be asked to fill out the consent declaration for your child's immunisations. On some vaccinations you may have to consent for each part of a vaccination.

Consent Declaration for DTP vaccination

I confirm that I have parental/guardian responsibility for [REDACTED].

I have read and understood the information given to me regarding the vaccine(s).

I understand that information provided will be shared with my child's GP to update my child's health record.

Consent I GIVE CONSENT
 I DO NOT CONSENT

Parent's name (PRINT)

Date

01-Mar-2021

If you want for your child to have the immunisation, select "I GIVE CONSENT" and type in your name.

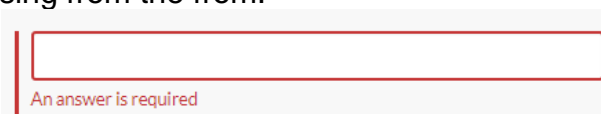
If you **do not** want for your child to have the immunisation, select "I DO NOT CONSENT" and type in your name.

Allergy and Medication and submitting the form

Take a look at the Allergy and Medication section, Select “Yes” or “No” to each question. Pressing “Yes” will require you to give further details.

To Save this form press “Submit”. The form will not let you submit without all of the required fields having been completed.

If you press Submit and nothing seems to happen or the page scrolls back to the top of the page then there is something missing from the form.



An answer is required

Try checking the school's code is correct or look out for items highlight in red.

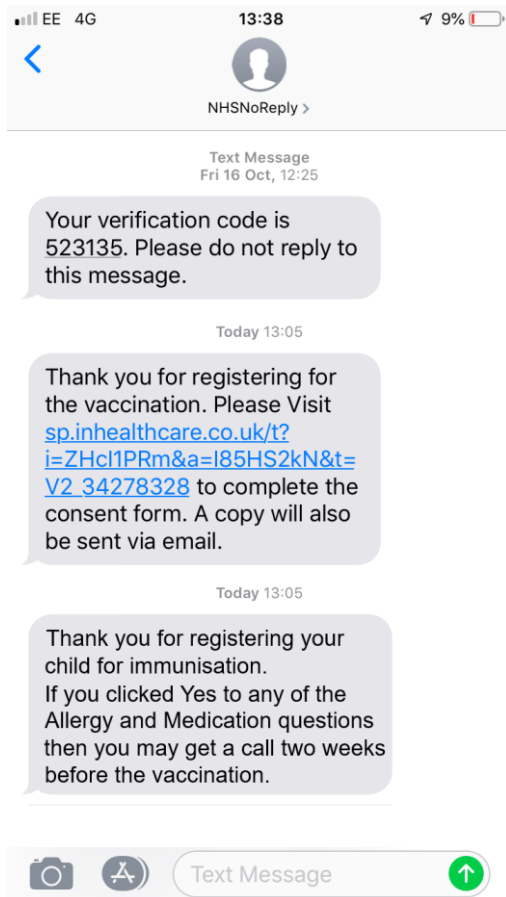
Consent completed

When both Enrolment and Consent stages have been completed you will see the screen below.

Task completed successfully.

There are no more tasks to be completed.

You will also be sent a confirmation SMS message and Email.



SMS

Northumbria Healthcare **NHS**
NHS Foundation Trust

Thank you for registering your child for immunisation

Dear Parent/Guardian of [REDACTED],

If you clicked yes to any of the Allergy and Medication questions then you may get a call two weeks before the vaccination.

If you have any questions contact us on:

0191 6432866
0191 6432877

(Monday to Friday, 9am to 5pm – term time only).

E-Mail

Vaccination E-Consent FAQ

Q) I am receiving self-enrol error 005

A) This means the details you gave do not match the data in NHS Digital's database. Please contact your GP and double check that ALL of your information is correct with them. Once that is done the GP system will update overnight and you will be able to try again.

Q) I am receiving self-enrol error 007

A) This means no contact details can be found. This might be because you have not registered these details with your GP practice. You can try again tomorrow when your information is updated with your GP practice.

Q) What is my school code

A) Each school should provide you with a school code. If you do not have a code then please contact the school office, they should be able to provide you with a code for your child's immunisation.