Dear all,

This is a reminder to submit your adverse events by COP on Monday.

Please use the **attached template (version 4.0)** for both weekly submissions sent by COP each Monday and also to capture information of those events that are escalated, going forward.

**This new template incorporates some usability improvements based on feedback, option for Moderna vaccine in advance of introduction, and additional PAE categorie; Needlestick injuries and Temperature Excursions. It also now includes examples to assist in categorisation of PAEs (see details tab, row 21).**

As before, please save the template using the following naming convention with current date and Health Board name: e.g. 'AE\_01032021\_FIFE'. This should be sent to PHS by COP every Monday. If sending your weekly spreadsheet by COP on Monday 1st March, this should include adverse events that occurred during the previous week. e.g. Adverse events occurring during week (Monday to Sunday) 22nd to 28th of February. If there are no adverse events during that week, please send a nil-return email to the mailbox by COP every Monday.

Please email weekly templates to [phs.immunisation@phs.scot](mailto:phs.immunisation@phs.scot) and flag these as ‘AE template’ in the email subject heading. Please complete one row per adverse event. There are additional details about each data item on the DETAILS tab.

Rapid escalation - Any significant events should be escalated to PHS as soon as they become apparent. Please see the ALGORITHM tab for contact details. This new template can be completed and sent to PHS to communicate details of an escalated adverse event outside the normal reporting schedule. A reminder that these events should also be reported via the Yellow Card scheme and recorded on the weekly template.

Best wishes and thanks again,

The Vaccine safety workstream

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**Escalating significant adverse events to Public Health Scotland**

**Contact details for immunisation coordinators:**

**During office hours (9am to 5pm, Monday to Friday)**

•             Phone: COVID-19 incident team (0141 300 1414), or

•             Email: [phs.immunisation@phs.scot](mailto:phs.immunisation@phs.scot) (please flag email as urgent) **Please do not report events via the mailbox after 5pm**

**During evenings and weekends**

•             Phone: Call 0141 211 3600 (ask to be put through to PHS out of hours on-call)

•             Please follow this up with an email to [phs.immunisation@phs.scot](mailto:phs.immunisation@phs.scot) to summarise discussion with on-call consultant.