

APPENDIX A - Keep Vaccine Safe

Keep Vaccine Safe

Ordering Vaccine

- Complete a refrigerator inventory once a month, prior to placing your order.
- Maintain no more than a one month supply of vaccine.
- Order vaccine for your patient population only.

Storing Vaccine

- Store all vaccine between 2°C and 8°C.
- Keep a digital high-low thermometer in refrigerator and record temperature twice daily.
- Contact your local Public Health office for advice when vaccine has been exposed to temperatures outside of 2°C and 8°C – i.e., power outage or refrigerator failure. Keep vaccine in a functioning refrigerator until you have made contact with Public Health.
- Develop a back-up plan for power outage/refrigerator failure.
- Protect refrigerator plug – secure it so it will not accidentally become unplugged.
- Do not store vaccine in the door of the refrigerator.
- Store full bottles of water on empty shelves and on the door of the refrigerator to maintain consistency in temperature.
- Do not use a "Bar" or half-size refrigerator.
- Use products with the earliest expiry dates first; place vaccine with the longest expiry dates behind those with the earliest expiry dates.
- Do not use your vaccine refrigerator for specimen storage and non-medical purposes such as staff lunches to limit opening your refrigerator door.
- Leave space between products in the refrigerator to allow air to circulate.



Handling Vaccine

- Never leave vaccine outside of the refrigerator.
- Remove vaccine from the refrigerator only for withdrawal of the required dose(s).
- Mark the date on all multi-dose vials of vaccine when first opened – use opened vials before opening a new multi-dose vial and use within the timeframe specified by the manufacturer.
- Refer to package insert to determine how long a multi-dose vial can be used after the first dose is withdrawn.

Transporting Vaccine

- Use insulated coolers with tight fitting lids and ice packs when transporting vaccine.
- Keep ice trays and ice packs in your freezer for use during transport of vaccine.
- Do not put vaccine directly on ice pack.
- Keep vaccine in original package.
- Wrap vaccine in bubble wrap.
- For long distance travel, wrap bubble-wrapped vaccine in newspaper for extra insulation and place a thermometer in the cooler.

Disposal of Vaccine

- Vaccine expires at the end of the month (e.g., June /12 means June 30, 2012).
- Return all expired/spoiled vaccine and unused vials to your local Public Health office.

Recording Vaccine

- Complete reciprocal notification form or EMR immunization report and submit to your local Public Health office monthly.
- Document in patient chart vaccine given, dose, site, route, date, Lot #, and person who administered the vaccine.

Public Health Contact Information

Amherst Tel: 902-667-3319	Sydney Tel: 902-563-2400
Antigonish Tel: 902-867-4500 ext 4800	Truro Tel: 902-893-5820
Bridgewater Tel: 902-543-0850	Wolfville Tel: 902-542-6310
Dartmouth Tel: 902-481-5800	Yarmouth Tel: 902-742-7141
New Glasgow Tel: 902-752-5151	



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