



## HOMES AND SENIORS SERVICES

### **POLICY & PROCEDURE NUMBER: 2.7**

**DEPARTMENT:** *Infection Control*

**SUBJECT:** *Storage & Handling of Publicly Funded Vaccines*

**APPROVAL DATE:** April 2004

**REVISION DATE:** March 2016; March 2017

**REVIEW DATE:** November 2018

**Page 1 of 2**

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### **PURPOSE**

To ensure a procedure is in place which outlines the requirements for appropriate storing and handling vaccines in order to ensure potency of vaccines in terms of administration.

### **PROCEDURE:**

#### A. Ordering Vaccines

1. It is the responsibility of the Manager of Resident Care/delegate to order vaccine as necessary, complete the "Vaccine Order Form" from Southwestern Public Health and fax the order form and vaccine fridge temperature logs to Southwestern Public Health.
2. Vaccine pick time from Southwestern Public Health is listed on the form (see form attached).
3. MRC/delegate will need to make arrangements to pick up the vaccines.
4. Vaccine should be ordered on an as-needed basis only in order to avoid wastage.

#### B. Returning Vaccines

1. All expired or contaminated or wastage vaccines must be labelled "DO NOT USE".
2. MRC/delegate will complete the "Vaccine Return Form" (attached) from the Southwestern Public Health
3. MRC/delegate will make arrangements to transport vaccines back to Southwestern Public Health .

#### C. Transporting Vaccines

1. The Manager of Resident Care/delegate will pick up vaccine at the local Southwestern Public Health Unit on the designated pick up days and times (refer to information on form).
2. Staff must transport the vaccine in the designated blue insulated vaccine carry bag. Follow the set up instructions on the vaccine bag to ensure the internal temperature of the vaccine bag regulated between +2 degrees C and +8 degrees C.



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**Page 2 of 2**

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3. Upon receipt of the vaccine order, it is the responsibility of the staff member receiving the vaccine to ensure the correct / entire order was received.

#### D. Storage & Handling of Vaccines

1. The vaccine refrigerator must be maintained at a constant temperature between +2° C and +8° C.
2. Refrigerator temperatures must be maintained and recorded at least twice daily in the vaccine temperature log book utilizing a maximum/minimum thermometer.
3. The Registered Staff working the shift will monitor and record the vaccine fridge daily temperature.
4. Do not remove vaccines out of the refrigerator for more than a couple of minutes. Place the vaccines in the centre of the refrigerator – NOT IN THE DOOR.
5. No food or drink is permitted in the vaccine refrigerator.
6. Store short dated products in front of longer dated products.
7. During resident vaccination campaigns, transport the vaccine with in the facility in the chilled cooler bag, maintaining temperatures between +2 degrees C and +8 degrees C.
8. Out of range vaccine fridge temperatures (i.e. <+2°C or >+8°C) must be reported immediately to Public Health and the MRC/delegate; and recorded in the vaccine temperature logbook on the “vaccine storage trouble shooting record”.
9. The MRC/delegate and/or Public Health will assist with trouble shooting and direct re: labelling vaccines “do not waste”.
10. The date logger will be utilized to determine if the vaccine requires red dot/wastage
11. A multi-dose vial will be marked with the date of when the first dose is drawn. Once opened multi-dose vials must be used within 30 days unless otherwise indicated on the product insert.