



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 2017; Nov. 2022

REVIEW DATE: November 2018; December 2019; Dec. 2020

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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 IPAC Program manager to order vaccine as necessary, complete the "Vaccine Order Form" from Southwestern Public Health and fax the order form and 3 months' worth of 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. IPAC Program manager 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. IPAC Program Manager will complete the "Vaccine Return Form" (attached) from the Southwestern Public Health.
3. IPAC Program Manager will make arrangements to transport vaccines back to Southwestern Public Health.

C. Preparing an Insulated Container prior to transportation or storage:

1. Pre-chill the insulated container by placing icepacks inside the insulated container for at least 1 hour. After the hour, remove all icepacks
2. Precondition icepacks. Vaccines are vulnerable to freezing when transported in an insulated container if icepacks have not been correctly conditioned. Icepacks come out of the freezer at a temperature of approximately -20°C. Keeping the icepacks at room temperature for a period of time allows the ice at the core of the icepack to rise to 0°C. This process is called "conditioning." An icepack is adequately conditioned as soon as beads of water cover its surface. The conditioning process usually takes approximately 20 to 30 minutes.



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3. Prepare your temperature monitoring device.
 4. Ensure that all other items necessary to pack the insulated container are ready and easily accessible.

D. Transporting Vaccines

1. The IPAC Program manager will pick up vaccine at the local Southwestern Public Health on the designated pick up days and times (refer to information on form).
2. Staff must transport the vaccine in the designated solid-walled insulated container with appropriate packaging material/ice packs or gel packs. 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.
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.
4. Monitor and record temperature readings in the insulated container:
 - a. Before leaving the public health unit with the insulated container;
 - b. After 1 hour of travel; and
 - c. Upon arrival at the office/facility but before the vaccines are placed back into the refrigerator:
 - i. Place vaccine into inventory for use if the temperature monitoring device(s) indicates that the cold chain was maintained between +2 °C to +8 °C.
 - ii. If the temperature monitoring device(s) indicates an out-of-range reading, place the vaccine under quarantine in the refrigerator and immediately report the incident to your public health unit. The vaccines must be kept refrigerated and should not be used until your public health unit provides further direction.

E. 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.



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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 insulated container, maintaining temperatures between +2 degrees C and +8 degrees C.
8. Out of range vaccine fridge temperatures (i.e. $<+2^{\circ}\text{C}$ or $>+8^{\circ}\text{C}$) must be reported **immediately** to Southwestern Public Health and the IPAC Program Manager/MRC/delegate; and recorded in the vaccine temperature logbook on the “vaccine storage trouble shooting record”.
9. Place all exposed vaccines in a bag marked “DO NOT USE.”
10. The IPAC Program Manager/MRC/delegate and/or Southwestern Public Health will assist with trouble shooting and direct whether vaccines can still be used.
11. The date logger will be utilized to determine if the vaccine requires red dot/wastage
12. 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.

Using a digital min/Max thermometer:

A digital min/max thermometer is a thermometer that accurately records the highest and lowest temperatures reached inside the refrigerator since the thermometer was last reset.

- If the thermometer has an IN/OUT switch, make sure it is always in the OUT position.
- The temperature probe should be placed in an empty vaccine box that is positioned in the middle of the refrigerator. This location provides the most accurate temperature readings.
- The thermometer’s batteries should be changed twice annually.
- Temperatures on the min/max thermometer should be read twice daily and the thermometer reset or cleared after each reading.

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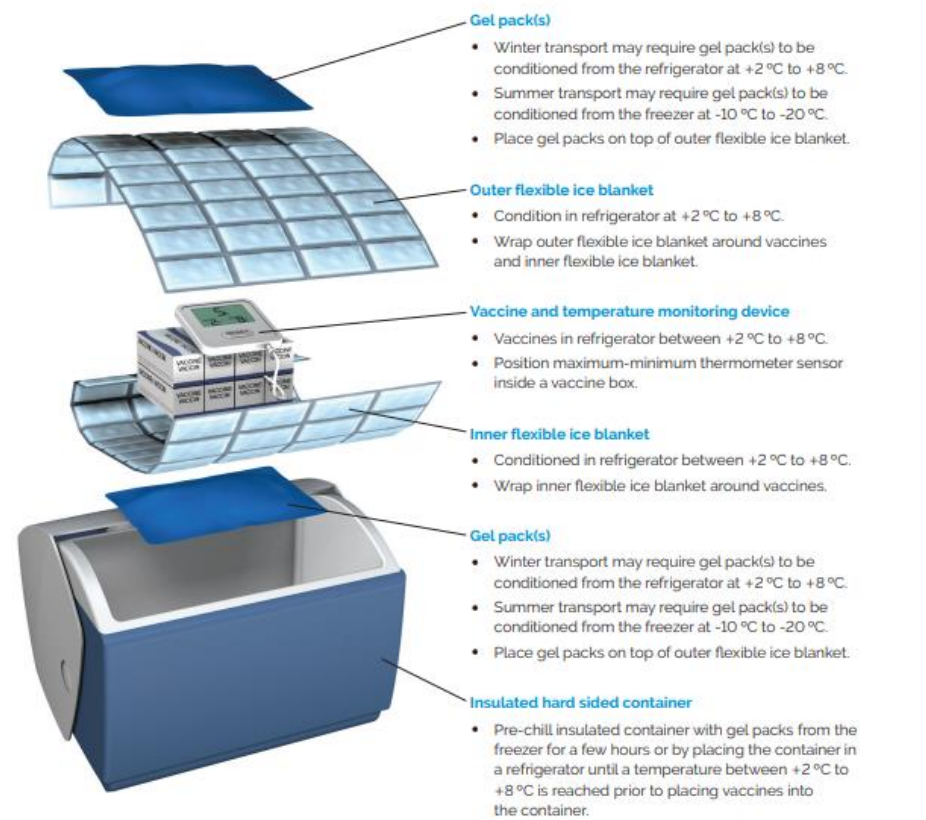
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Ministry of Health

Detailed instructions on how to pack an insulated container:



- Gel pack(s)**
 - Winter transport may require gel pack(s) to be conditioned from the refrigerator at +2 °C to +8 °C.
 - Summer transport may require gel pack(s) to be conditioned from the freezer at -10 °C to -20 °C.
 - Place gel packs on top of outer flexible ice blanket.
- Outer flexible ice blanket**
 - Condition in refrigerator at +2 °C to +8 °C.
 - Wrap outer flexible ice blanket around vaccines and inner flexible ice blanket.
- Vaccine and temperature monitoring device**
 - Vaccines in refrigerator between +2 °C to +8 °C.
 - Position maximum-minimum thermometer sensor inside a vaccine box.
- Inner flexible ice blanket**
 - Conditioned in refrigerator between +2 °C to +8 °C.
 - Wrap inner flexible ice blanket around vaccines.
- Gel pack(s)**
 - Winter transport may require gel pack(s) to be conditioned from the refrigerator at +2 °C to +8 °C.
 - Summer transport may require gel pack(s) to be conditioned from the freezer at -10 °C to -20 °C.
 - Place gel packs on top of outer flexible ice blanket.
- Insulated hard sided container**
 - Pre-chill insulated container with gel packs from the freezer for a few hours or by placing the container in a refrigerator until a temperature between +2 °C to +8 °C is reached prior to placing vaccines into the container.

Note: Additional icepacks may be required depending on cold-life needed for the length of transport. Additional insulating material (e.g., bubble wrap, Styrofoam chips, crumpled or shredded newspaper) should be placed inside (bottom, top and sides) the insulated container to allow for cool air circulation.



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**PUBLICLY FUNDED ROUTINE
Vaccine order form**

FAX TO: 519-633-0468
www.swpublichealth.ca

> Refer to the **Publicly Funded Immunization Schedules for Ontario** for eligibility criteria <

I have attached a copy of our fridge temperatures since our last order to verify that vaccine has been stored between +2° C and +8° C and min/max temperatures have been recorded twice daily.

Orders received by Monday at 3:30pm will be available for pick up on Thursday 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. to 1 p.m. of the same week

PICK UP LOCATION:			
<input type="checkbox"/> SWPH - 1230 Talbot Street, St. Thomas ON			
Name of facility, physician, or practice:			
Temp log verified, attached, and order completed by:			
Date:		Contact number:	
Common Name	Agent Name	Doses Remaining	Doses Required
Pediacel	DTaP-IPV-Hib		
Haemophilus Influenzae B	Hib		
Polio	IPV		
Menjugate/NeisVac-C	Meningococcal C Conjugate / MenC-C		
MMR II/Priorix	Measles, Mumps, Rubella (MMR)		
Priorix-Tetra/ProQuad	Measles, Mumps Rubella and Varicella (MMRV)		
Prenar 13	Pneumococcal Conjugate		
Pneumo23/Pneumovax23*	Pneumococcal Polysaccharide		
TB Mantoux/Tubersol	Tuberculin		
RotaTeq	Rotavirus		
Td Adsorbed*	Td		
Adacel/Boostrix*	Tdap		
Adacel-Polio/Boostrix-Polio	Tdap-IPV		
Varivax III/Varilrix	Varicella (chickenpox) vaccine		
Shingrix*	Herpes Zoster (Shingles) vaccine		
Other Supplies	Plastic Sleeves		
	Yellow Cards		

(*) vaccines commonly used at long-term care homes



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References:

Vaccine Handling Guidelines; Ministry of Health and Long Term Care 4

Southwestern Public Health, Vaccine ordering: https://www.swpublichealth.ca/en/partners-and-professionals/vaccine-ordering-and-fridge-inspections.aspx?_mid_=28324#Using-a-digital-minmax-thermometer; Retrieved November 1 2022