

APPENDIX 1:

Vaccine management protocol

Vaccine storage procedures from *National Vaccine Storage Guidelines – Strive for 5*, 3rd edition, are available on the Australian Government Department of Health website: <https://beta.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5>.

It is suggested that you download this and other *Strive for 5* appendices from the Department of Health website and fill in details for your facility.

A vaccine management protocol should cover the following areas.

Vaccine ordering

- The aim when ordering vaccine is the **right** amount at the **right** time.
- Stocktake must be carried out before ordering new vaccine.
- Add details about how to order vaccines:
 - where order forms are kept
 - who they are sent to
 - how to follow up on orders.

Vaccine delivery

Note: States and territories have different methods of vaccine delivery. Some of the points below may not apply in your facility.

- The nominated person should accept vaccines from the courier.

- Check cold chain monitors and record the data on the minimum/maximum temperature chart.
- Transfer vaccines in original packaging to a dedicated purpose-built vaccine refrigerator, as soon as the refrigerator's temperature monitors have been checked.
- Check vaccine expiry dates. Bring vaccines with the shortest dates to the front of the refrigerator.
- Record date, numbers of vaccines received, vaccine types and batch numbers.
- Record details of who to contact if cold chain monitors show a breach, noting the difference between government-funded and privately purchased vaccines.
- Report any discrepancies between the vaccines on the delivery docket and the vaccines received to your state or territory health department.

Temperature monitoring and recording

- Place instructions on how to use the data logger and how to download data in your facility's vaccine management manual. Record:
 - where to store data on the computer
 - date of purchase
 - date of last calibration
 - whether the data logger is able to display the minimum, maximum and current temperatures.
- A minimum/maximum thermometer is required if the refrigerator does not have a battery back-up for the inbuilt temperature-monitoring system, generator back-up or uninterrupted power supply (so the refrigerator can be monitored in the event of a power failure):
 - Ensure that a thermometer is in place to continuously check the temperature in each vaccine refrigerator.
 - Place the thermometer probe in an empty vaccine box (not in fluid) on the middle shelf of the refrigerator.

- Check the thermometer and record the temperature twice every working day.
- Record the minimum and maximum temperatures of the refrigerator, and reset the thermometer.
- Provide the location of new temperature recording charts/logbooks.
- Provide instructions for how to reset the minimum/maximum thermometer.
- Record the date of the last accuracy check and battery change.
- Provide details of who to contact for advice during a cold chain breach.

Power failure procedure

- Provide instructions for what to do in opening hours.
- Provide instructions for what to do out of hours.

Cold chain breach

1. Immediately isolate the vaccines.
2. Keep vaccines refrigerated between +2°C and +8°C, and label 'Do not use'. Vaccines may need to be transferred to an alternative purpose-built vaccine refrigerator or cooler.
3. Contact your state or territory health department as soon as possible (during business hours). The health department will require vaccine details, data logging and twice-daily temperature readings to assess the breach.
4. Do not discard any vaccine until advised to do so by your state or territory health department.
5. Take steps to correct the problem and to prevent it from recurring.
6. For privately purchased vaccines, contact the manufacturer for advice.

See also Appendix 3 'Cold chain breach protocol'.

Documentation

Written procedures, instructions and logbooks need to be readily accessible to explain and record equipment maintenance, vaccine transport and staff education.

Equipment maintenance

Include:

- instructions for how and when to change batteries — for example, the batteries in minimum/maximum thermometers require changing at least every 6 to 12 months
- refrigerator service contact details — who to contact and when
- instructions for when the annual refrigerator self-audit is to be performed
- instructions for cleaning the refrigerator.

Transporting vaccines off site

Include instructions for:

- how to condition ice packs and gel packs
- how to correctly pack a cooler
- how often to monitor the cooler temperature.

Staff education — vaccine management

Include:

- procedure for orientating new staff and staff with new roles
- staff records of ongoing education.