



Appendix 5

Checklist for vaccine storage

Process

Establish written protocols for vaccine storage to include

- o Monitoring and recording of vaccine temperature
- o Ordering and receiving vaccines
- o Checking vaccines against the order for damage or discrepancies which should be reported to the HSE National Cold Chain Delivery Service
- o Placing vaccines immediately in the vaccine refrigerator and should not be left at room temperature
- o Rotating vaccine stocks
- o Storage of vaccine, diluents and icepacks
- o Measuring and adjusting equipment e.g. thermometer
- o Equipment maintenance including checking accuracy of thermometer, defrosting and cleaning of refrigerator
- o Action to be taken if temperature is outside recommended range (including action to prevent same from happening again)
- o Ongoing education of staff on vaccine management including orientation of new staff
- o How to pack a cool box

Equipment

- o Have a refrigerator that has capacity to store maximum vaccine storage needs including storage capacity for influenza vaccine
- o Have reliable and well maintained equipment
- o Check accuracy of thermometer at least every 12 months
- o Change thermometer battery at least every 12 months or as indicated by the manufacturer
- o Have a temperature monitoring chart for each vaccine refrigerator
- o Place a sticker on refrigerator and power point " Vaccine Refrigerator", "Do not turn off or disconnect"

People

- o All those involved in handling vaccines must be educated on how to manage vaccines so that they remain safe and effective
- o A designated staff member must be responsible for vaccine storage and implementation of protocols
- o A trained nominated back-up person(s) must be available to relieve the designated person when required

Modified from Australian Government, Department of Health and Aging. National Vaccine Storage Guidelines. Strive for 5 Available at <http://www.immunise.health.gov.au/>