Safe Vaccine Storage Checklist

Remember to follow the principles of safe vaccine storage management to ensure safe and effective vaccines are given to your patients. Strive for 5°C and report ALL cold chain breaches to your local public health unit on 1300 066 055.

- **Vaccine refrigerators**
  - Purpose-built vaccine refrigerators (PBVR) are the only suitable option for vaccine storage.
  - If your practice does not have a PBVR you will be required to order a new PBVR.
  - Domestic fridges and bar fridges are not built to store vaccines and must not be used for vaccine storage.

- **Vaccine Storage**
  - Vaccines MUST be stored in their original packaging
  - Store vaccines in their original cardboard packaging as they are sensitive to UV light and temperature fluctuations.
  - Vaccines must not touch the sides of the fridge
  - Vaccines must not be stored on the floor of the fridge
  - Annual vaccine storage self-audit completed and up to date.

- **Temperature monitoring**
  - Vaccine fridge temperatures MUST be continuously monitored using a data logger
  - Data loggers MUST be set at 5 minute intervals with a report downloaded weekly and when a potential cold chain breach has been identified.
  - Current, minimum and maximum temperatures MUST be manually recorded twice daily, every day the practice is open. Thermometer to be reset after temperatures are recorded.
  - Review temperature of fridge before removing vaccines for administration.

- **Vaccine expiry**
  - Rotate stock and discard expired vaccines
  - Check the vaccine expiry before administering vaccines.
  - Regularly review stock and bring vaccines with the shortest dates to the front of the refrigerator so they are used first.

- **Staff education**
  - Ensure ALL staff are trained in vaccine management
  - Provide regular vaccine management orientation and education training sessions for all staff.
  - Ensure one member of staff is responsible for vaccine management and a back up person.

  *The NSW Health Vaccine Storage and Cold Chain Management online training module may be used to train all staff that are responsible for vaccine storage and monitoring, visit [https://www.health.nsw.gov.au/immunisation/coldchain/story_flash.html](https://www.health.nsw.gov.au/immunisation/coldchain/story_flash.html).*