Safe Vaccine Storage Checklist

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 and light exposure 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 and discard all expired 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://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_flash.html

For more information visit https://www.health.nsw.gov.au/immunisation