

## 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](https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_flash.html)