

## Keeping Vaccine Safe

### Ordering vaccine

- Complete a refrigerator inventory once a month, before placing your order.
- Maintain no more than a one month supply of vaccine.
- Order vaccine for your patient population only.

### Storing vaccine

- Store all vaccine between 2°C and 8°C.
- Keep a digital high-low thermometer in the refrigerator and record the temperature twice daily.
- Contact your local Public Health office for advice when vaccine has been exposed to temperatures outside of 2°C and 8°C (e.g., power outage or refrigerator failure). Keep vaccine in a functioning refrigerator until you have contacted Public Health.
- Develop a back-up plan for power outage/refrigerator failure.
- Secure the refrigerator plug so it will not accidentally become unplugged.
- Do not store vaccine in the door of the refrigerator.
- Store full bottles of water on empty shelves and in the door of the refrigerator to maintain consistency in temperature.
- Do not use a bar fridge or a half-sized refrigerator.
- Use products with the earliest expiry dates first; place vaccine with the longest expiry dates behind those with the earliest expiry dates.
- Do not use the vaccine refrigerator for specimen storage and non-medical purposes (such as staff lunches), to limit opening the refrigerator door.
- Leave space between products in the refrigerator to allow air to circulate.

### Handling vaccine

- Never leave vaccine outside of the refrigerator.
- Remove vaccine from the refrigerator only for withdrawal of the required dose(s).
- Mark the date on all multi-dose vials of vaccine when first opened. Use opened vials before opening a new multi-dose vial and use within the time frame specified by the manufacturer.
- Refer to package insert to determine how long a multi-dose vial can be used after the first dose is withdrawn.

## Transporting vaccine

- Use insulated coolers with tight-fitting lids and ice packs when transporting vaccine.
- Keep ice trays and ice packs in your freezer for use during transport of vaccine.
- Do not put vaccine directly on ice packs.
- Keep vaccine in original packaging.
- Wrap vaccine in bubble wrap.
- For long distance travel, wrap bubble-wrapped vaccine in newspaper for extra insulation and place a thermometer in the cooler.

## Disposal of vaccine

- Vaccine expires at the end of the month (e.g., June/19 means June 30, 2019).
- Return all expired and/or spoiled vaccine and unused vials to your local Public Health office.

## Recording vaccine

- Complete a reciprocal notification form or EMR immunization report and submit to your local Public Health office monthly.
- Document the following in the patient's chart: the vaccine given, dose, site, route, date, lot #, and person who administered the vaccine.

<b>Public Health phone numbers</b>	
Amherst	902-667-3319
Antigonish	902-867-4500 ext. 4800
Bridgewater	902-543-0850
Dartmouth	902-481-5800
New Glasgow	902-752-5151
Sydney	902-563-2400
Truro	902-893-5820
Wolfville	902-542-6310
Yarmouth	902-742-7141

*Nova Scotia Health Authority promotes a smoke-free, vape-free, and scent-free environment. Please do not use perfumed products. Thank you!*  
[www.nshealth.ca](http://www.nshealth.ca)

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If you have any questions, please ask your health care provider.