

# Keep Vaccine Safe

## Ordering Vaccine

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

## Storing Vaccine

- Store all vaccine between 2°C and 8°C.
- Keep a digital high-low thermometer in refrigerator and record temperature twice daily.
- Contact your local Public Health Services office for advice when vaccine has been exposed to temperatures outside of 2°C and 8°C – i.e. power outage or refrigerator failure. Keep vaccine in refrigerator until you have made contact with Public Health.
- Develop a back-up plan for power outage/refrigerator failure.
- Protect refrigerator plug – secure it 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 on the door of the refrigerator to maintain consistency in temperature.
- Do not use a “Bar” or half-size 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 your vaccine refrigerator for specimen storage and non-medical purposes such as staff lunches to limit opening your 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 timeframe 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- Refer to package insert to determine how long a multi-dose vial can be used after the first dose is withdrawn.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 pack.
- Keep vaccine in original package.
- 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 (ie. June /06 means June 30, 2006).
- Return all expired/spoiled vaccine and unused vials to your local Public Health Services office.

## Recording Vaccine

- Complete reciprocal notification form and return to your local Public Health Services office monthly.
- Document in patient chart vaccine given, dose, site, route, date, Lot #, and person who administered the vaccine.

### Public Health Services contact information:

*South Shore Health*  
Bridgewater Tel: 543-0850

*Pictou County Health Authority*  
New Glasgow Tel: 752-5151

*South West Health*  
Yarmouth Tel: 742-7141

*Guysborough Antigonish Strait Health Authority*  
Antigonish Tel: 867-4500 ext 4800

*Annapolis Valley Health*  
Wolfville Tel: 542-6310

*Cape Breton District Health Authority*

*Colchester East Hants Health Authority*  
Truro Tel: 893-5820

Sydney Tel: 563-2400

*Cumberland Health Authority*  
Amherst Tel: 667-3319

*Capital Health*  
Dartmouth Tel: 481-5800

Information courtesy of Cape Breton District Health Authority & Guysborough Antigonish Strait Health Authority

Public Health Services



[www.gov.ns.ca/hpp](http://www.gov.ns.ca/hpp)