

**Administrative
Policies and Procedures**

Originating Venue: Medication Management

Title: Handling and Storage of Vaccines

Date Issued: 10/15

Date Reviewed:

Date: Revised:

Attachment: None

Policy No.: MM 2716

Cross Reference:

Page 1 of 2

Policy:

All refrigerators and freezers with vaccine storage will be appropriately monitored for temperature excursions according to CDC best practice guidelines.

Purpose:

- To provide appropriate guidelines for the storage and handling of vaccines. Failure to store and handle vaccines properly can reduce vaccine potency resulting in inadequate immune responses in patients and poor protection against disease. Storage and handling errors can also result in significant financial loss if the vaccine cannot be used.

Procedure:

Vaccine Storage and Handling- Sample policy

1. Dormitory-style refrigerators are not used to store vaccine.
2. Vaccines are stored at the recommended temperature immediately upon arrival.
3. Refrigerated vaccines are maintained at a temperature range of 36°F to 46° F at all times.
4. Vaccines that require freezing will be maintained at a temperature of -58F to + 5 F
5. A temperature log that has the ability to identify out of range conditions is used to document refrigerator and freezer temperatures.
6. If a temperature is noted to be out of range, immediate investigation and response will occur. If vaccine is felt to have been out of adequate temperature control, the vaccine will be immediately sequestered and determination regarding the disposition of the vaccine will be investigated.
7. Min/Max Temperatures of the refrigerator and freezer is monitored and documented at the beginning of each work day. The current temperature is monitored and documented twice daily, preferably at the beginning and end of the work day.
8. A calibrated thermometer with a certificate of traceability and calibration is kept in the refrigerator. A backup calibrated thermometer is available on premises.
9. Recalibration of the thermometer is done in accordance with manufacturer recommendation.
10. Signage is posted next to electrical outlines and circuit breakers (e.g., Do Not Unplug and Do Not Stop Power) to maintain a consistent power source.
11. Vaccines are stored in bins or baskets (uncovered) with slotted sides or opening.
12. Bins are arranged in the refrigerator so that air flow around the vaccine is promoted.
13. Bins are clearly labeled with the name of the vaccine. Bins are to contain only one type of vaccine.
14. Vaccines are never stored in the refrigerator door.

15. Water bottles can be stored in the refrigerator door to help maintain a constant temperature. Care is taken to prevent too much water storage such that the ability for the refrigerator door to close is not compromised and the seals are maintained. Water bottles should be labeled "Do Not Drink".
16. Food and drink (other than water for temperature control purposes) is not to be stored in the same refrigerator as vaccine.
17. Vaccines (opened and unopened) are stored in their original box with the lid in place.
18. Vaccines are prepared for administration at the time of their use.
19. Only the diluent supplied by the vaccine manufacturer is used to reconstitute a vaccine
20. Vaccine stock is rotated weekly so the vaccine and diluent with the shortest expiration date can be used first. During this process, assessment for expired vaccine occurs.
21. Expired vaccine is disposed of in accordance with hazardous waste regulation unless specific arrangements have been made to return it to the manufacturer.
22. Vials are dated as soon as they are opened unless they are single dose and will be disposed of immediately upon single use.
23. Multi-dose vials are disposed of on the date of the manufacturers' expiration date, or dated for 28 day expiration upon entering the vial.
24. Unused reconstituted vaccine is disposed of in accordance with manufacturer recommendation.
25. During mobile vaccination clinics such as the Flu Vaccine the vaccine will be maintained in the same fashion as when originally shipped from pharmacy supplier. Care will be taken to protect from freezing, or from opening the cooler excessively. Vaccine will be drawn and used immediately.
26. A temperature excursion outside the recommended range will be immediately reported to the supervisor. All vaccines will be moved to another appropriate location and bagged and labeled "Do Not Use", until their stability has been determined by each manufacturer.

Store in Refrigerator

Between 36°F and 46°F (2°C and 8°C)

MMR†§

HepA HepB HepA-HepB Hib† Hib-HepB

Human papillomavirus (HPV2 and HPV4†)

Influenza (LAIV, IIV, † RIV†)

IPV†

Meningococcal-containing

(Hib-MenCY,† MCV4,† MPSV4)

Pneumococcal (PCV13 and PPSV23)

Rotavirus† (RV1 and RV5)

Diphtheria toxoid-, Tetanus toxoid-, and Pertussis-containing (DT, DTaP, DTaP-HepB-IPV, DTaP-IPV, DTaP-IPV/Hib, Tdap, Td, TT)

Store in Freezer

Between -58°F and +5°F (-50°C and -15°C)

VAR†

HZV†

MMRV†

MMR†

Date Policy to be reviewed: 10/16