

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Procedure Manual

Procedure Subject/Title: Handling of Vaccine
Applicability: All BVCHC Clinic Sites
Purpose: To ensure that vaccines are maintained and used per manufacturers' guidelines.

NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. ALL SITES REPORT THROUGH AN AGENCY VACCINE COORDINATOR.

Procedure:

1. When a multi-dose vial is first opened and/or reconstituted place the date and time that this occurred on the label of the vial and your initials.
2. Discard reconstituted, live-virus and other vaccines if they are not used within the interval specified in the package insert.
 - A. Examples of time frames: Varicella vaccine should be discarded after 30 minutes; measles-mumps-rubella (MMR) should be discarded after 8 hours.
3. Do not open more than one vial of a particular vaccine at a time.
4. Store vaccines only in the central storage area of the refrigerator/freezer – not in the door.
5. Never place food in the refrigerator/freezer where vaccines are stored.
6. Orient and keep staff informed of all procedures related to vaccine handling and storage.
7. Orient and keep staff informed of any violation of handling protocols or any accidental storage problem (i.e. electrical failure) and contact the Private Stock Vaccine coordinator.