

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.  
**Health Services**

## **Procedure Manual**

Procedure Subject/Title: Vaccine Loss Protocol  
Applicability: All BVCHC Clinic Sites  
Purpose: To ensure vaccines that become compromised are handled properly.

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

### **Procedure:**

1. Vaccine loss must be reported immediately to the Vaccine Coordinator for all facilities. The Vaccine Coordinator will report to the vaccine supplier.
  - A. If the loss of vaccine is due to power failure, improper refrigeration or vaccine left out of the refrigerator or freezer:
    - i. Obtain the current temperature recording form and record the current temperature of the refrigerator/freezer and have it available during the telephone call. Contact the Vaccine Coordinator.
    - ii. Be prepared to provide information concerning the temperature of the vaccine, the amount of vaccine involved, the expiration dates of the involved vaccines, and how long the vaccine was exposed to inappropriate temperatures.
    - iii. The Vaccine Coordinator completes a loss report and reports to the appropriate persons.
2. Do not discard or remove your vaccine from the refrigerator or freezer until instructed to do so by the Vaccine Coordinator.