

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Procedure Manual

Procedure Subject/Title: Expiration of Private Stock Vaccine Products
Applicability: All BVCHC Clinic Sites
Purpose: To ensure that vaccines are used prudently.

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

Procedure:

1. Expiration dates of all vaccines should be checked monthly.
2. Notify vaccine coordinator when vaccines are **within 90 days** of expiration so that a decision on how to efficiently use them and prevent wasting them can be made. If a viable plan cannot be developed and carried out by our Agency notify the Vaccine Coordinator who will notify the supplier of the product. Document all communication with the Private Stock Vaccine and maintain it in the Private Stock Vaccine notebook.
3. When there is a vaccine that is expired:
 - A. Remove it from the refrigerator/freezer and bag the product separately and label it as “EXPIRED – Do NOT USE” and return it to the refrigerator/freezer.
 - B. A designated vaccine coordinator will complete a Loss Report and maintain that record.