

Safe Vaccine Storage Checklist

Follow the principles of safe vaccine storage management to ensure safe and effective vaccines are given to your patients. Strive for 5°C and report ALL cold chain and light exposure breaches to your local public health unit on 1300 066 055.



Vaccine refrigerators

Purpose-built vaccine refrigerators (PBVR) are the only suitable option for vaccine storage.

- If your practice does not have a PBVR you will be required to order a new PBVR.
- Domestic fridges and bar fridges are not built to store vaccines and must not be used for vaccine storage.



Vaccine Storage

Vaccines MUST be stored in their original packaging

- Store vaccines in their original cardboard packaging as they are sensitive to UV light and temperature fluctuations.
- Vaccines must not touch the sides of the fridge
- Vaccines must not be stored on the floor of the fridge
- Annual vaccine storage self-audit completed and up to date.



Temperature monitoring

Vaccine fridge temperatures MUST be continuously monitored using a data logger

- Data loggers **MUST** be set at 5 minute intervals with a report downloaded weekly and when a potential cold chain breach has been identified.
- Current, minimum and maximum temperatures **MUST** be manually recorded twice daily, every day the practice is open. Thermometer to be reset after temperatures are recorded.
- Review temperature of fridge before removing vaccines for administration.



Vaccine expiry

Rotate stock and discard expired vaccines

- Check the vaccine expiry **before** administering vaccines and discard all expired vaccines.
- Regularly review stock and bring vaccines with the shortest dates to the front of the refrigerator so they are used first.



Staff education

Ensure ALL staff are trained in vaccine management

- Provide regular vaccine management orientation and education training sessions for all staff.
- Ensure one member of staff is responsible for vaccine management and a back up person.
- The NSW Health **Vaccine Storage and Cold Chain Management online training module** may be used to train all staff that are responsible for vaccine storage and monitoring, visit https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_flash.html