

Safe Vaccine Storage Checklist

Remember to 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 breaches to your local public health unit on 1300 066 055.



Vaccine refrigerators

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

- If your practice does not have a PBVF you will be required to order a new PBVF
- Domestic fridges and bar fridges are not built to store vaccines and must not be used for vaccine storage.
- PBVFs provide stable and consistent temperatures between +2°C and +8°C.



Vaccine Storage

Vaccines MUST be stored in their original packaging

- Do not remove vaccines from their original packaging, including the cardboard packaging.
- Vaccines are sensitive to UV light.
- Store vaccines in their original cardboard packaging to protect them from light and temperature fluctuations.



Temperature monitoring

Vaccine fridge temperatures MUST be continuously monitored using a data logger

- A data logger is a small electronic device used to continuously measure vaccine fridge temperatures. All staff should be trained to use the data logger and interpret the readings.
- Data loggers **MUST** be used, set at 5 minute intervals and the report downloaded weekly, saved and reviewed. Data logger reports must also be downloaded when a potential cold chain breach has been identified.
- Twice-daily current, minimum and maximum temperatures **MUST** also be manually recorded and checked **before** removing vaccines for administration. The minimum, maximum and current temperatures must be recorded every day the practice is open. The thermometer must be reset after recording of each temperature reading.
- Thermometers record temperatures at a specific point in time and are supplemented by data loggers that provide information on the duration of a cold chain breach.



Vaccine expiry

Rotate stock and discard expired vaccines

- Check the vaccine expiry **before** administering vaccines to avoid recall and revaccination of patients if an expired vaccine is administered.
- Check all vaccine expiry dates. 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 there is a back up person for vaccine management.
- The NSW Health **Vaccine Storage and Cold Chain Management online training module** must be used to train all staff that are responsible for vaccine storage and monitoring, visit https://www.health.nsw.gov.au/immunisation/coldchain/story_flash.html