## **Prior to vaccination**

Immunisation Process Checklist

**Inventory of stock**

Check / discard expired vaccines

**Order Vaccines**

**Collect vaccines**

Check at arrival

Refrigerate vaccines and keep cold chain

**Maintain cold chain**

Monitor fridge temperature

**Data logger check**

Calibration of fridge and data logger

**Appointment made**

**Software up to date?**

## Completed By

### **On vaccination day**

**Prepare vaccination room**

**Child arrives / welcome**

Confirm/update pt. details

Ensure Medicare no. recorded

**Nurse consultation visit**

**Prepare vaccine**

Record batch no. for each vaccine given

Dispose of vaccine consumables

**Record**

Ensure Immunisation linked to GP provider #

Ensure correct vaccine **name** and **dose** recorded, check actual date given matches date in record

Record in blue book

**Report (ACIR)**

### Completed by

### **Post vaccination**

**Follow-up child**

**Reminder set**

**Adverse event**

**Patient Literature / Information**

### Completed by