

# VACCINATION PROCEDURES SUMMARY TABLE

PREVACCINATION PROCEDURES (HANDBOOK CHAPTER 1.3)	ADMINISTRATION OF VACCINES (HANDBOOK CHAPTER 1.4)	POST-VACCINATION PROCEDURES (HANDBOOK CHAPTER 1.5)
<p><b>Prepare anaphylaxis response kit:</b> check availability of protocols, equipment and drugs necessary for the management of anaphylaxis.</p> <p><b>Follow the <i>National Vaccine Storage Guidelines: Strive for 5</i>.</b> Only vaccine that has been transported and stored at the correct <b>cold chain</b> temperature of between +2°C to +8°C should be administered.</p>	<p><b>Decide on the appropriate injection site and route, and the injection equipment required</b> (ie. syringe size, needle length and gauge). Site and route depends upon the vaccine(s) that are to be administered, and the age and size of the person to be vaccinated, as recommended in the current NHMRC immunisation handbook.</p> <p><b>Use a new, sterile, disposable syringe and needle</b> for each injection.</p>	<p><b>IMMEDIATE AFTER-CARE</b></p> <p><b>Cover the puncture wound with a dry cotton-wool ball and hypoallergenic tape if needed.</b> Apply gentle pressure for 1–2 minutes but do not massage. Recommend removal of the cotton wool and tape after a few minutes.</p> <p><b>Continue using comfort and distraction techniques to alleviate any distress and pain.</b> Note: paracetamol is not used routinely at the time of vaccination but may be recommended as required for fever or pain.</p>
<p><b>Perform pre-vaccination screening</b> to determine the person's medical fitness for vaccination, and possible need for additional vaccines. Any concern about the person's health status or suitability for vaccination must be discussed with a medical practitioner with expertise in vaccination, prior to proceeding with vaccination.</p> <p><b>Review the individual's vaccination history</b> and, based on documented evidence, <b>decide on the appropriate vaccine(s) to be administered.</b> If the recommended vaccines for age have not been completed, plan and document a 'catch-up' schedule and discuss this with the person or parent/carer.</p>	<p><b>Prepare the vaccine (check whether the vaccine is injectable or oral):</b></p> <ul style="list-style-type: none"> <li>✓ <i>Check each individual dose</i> (ie. ampoule, pre-filled syringe or vial) to see that the expiry date has not lapsed, and that there is no particulate matter or colour change in the vaccine.</li> <li>✓ <i>Reconstitute the vaccine as needed</i> immediately before administration, preferably using a separate needle to draw up the diluent or as recommended by the manufacturer. Use only the diluent supplied with the vaccine. Mix fully, and draw up the vaccine.</li> </ul>	<p><b>MANAGING ADVERSE REACTIONS, DOCUMENTATION AND FOLLOW-UP</b></p> <p><b>Refer to the anaphylaxis management resource</b> for signs and management of anaphylaxis (available from Division).</p> <p><b>Before departure,</b> inform the person or the parent/carer, preferably in writing, of the date of the next scheduled vaccination.</p> <p>The vaccinated person (and parent/carer) should be advised to remain in the clinic <b>for a minimum of 15 minutes</b> after the vaccination.</p>
<p><b>Obtain valid consent</b> from the person to be vaccinated, or that person's parent/carer: this includes providing the appropriate information about the risks and benefits of vaccination and the risks of vaccine-preventable diseases.</p> <p><b>Advise of the incidence of common adverse events</b> that may occur following vaccination, and how to manage them. Written information can be used to supplement this advice. Evidence of verbal consent should be documented.</p>	<p><b>Locate the injection site</b> by fully uncovering the appropriate limb(s) and visualising the correct anatomical markers. Position the limb for vaccination so that the muscles are relaxed. Keep the limb as immobile as possible without using excessive restraint. Ensure that the skin is visibly clean.</p> <p><b>Administer the vaccine(s)</b> using the recommended technique (IM, SC or Oral). If multiple injections are required, follow the recommendations for administering more than 1 vaccine into a limb during the encounter. <i>Do not inject oral vaccines.</i></p>	<p><b>DOCUMENT THE DETAILS OF VACCINATION:</b></p> <ul style="list-style-type: none"> <li>(i) on a record to be retained by the person, or the parent/carer of a child,</li> <li>(ii) on the relevant clinical record (electronic/hard-copy), and</li> <li>(iii) on an ACIR encounter form (if your clinical records are not electronically linked to ACIR), for children &lt;7 years of age.</li> </ul> <p>Remind the vaccinated person, or the parent/carer, to promptly <b>report any significant adverse event following immunisation</b> to the vaccinator, so that it can be reported to the Adverse Drug Reactions Advisory Committee</p>