



Ordering and Storage of Vaccine FAQ 's about School-located Vaccine Clinics (SLVC's)

What forms do I need to fill out to receive vaccine from the Maine Immunization Program?

You will need to contact our Provider Relations Specialist for an enrollment packet and other information at 287-3746.

Do I need to fill out a new provider agreement every calendar year?

A provider agreement needs to be renewed at the beginning of *every other* fiscal year unless there is a change with the medical director vaccine coordinator or back-up coordinator.

Why do I need to fill out all these forms every year just to get influenza vaccine?

This is a FEDERAL requirement for any organization that receives vaccine from our program.

What are the storage requirements for properly storing vaccine at our school?

You can use units like this: Pharmaceutical grade units are recommended.



A refrigerator unit with no freezer compartment is not considered dormitory-style and **is acceptable** for vaccine storage.

2. You **cannot** use a dorm style refrigerator to store vaccine.



A refrigerator with a built-in freezer

Compartment is considered dormitory-style and **is not** acceptable for vaccine settings.

What are the temperature requirements for storing vaccine?

1. Refrigerated vaccine must be stored between 36 °F and 46 °F degrees
(Example: influenza vaccine)
2. Freezer vaccine must be stored between -58 °F degrees and +5 °F degrees
(Example: varicella vaccine)

How many days of temperatures must I record and submit before I can order vaccine?

You must record and submit through the ImmPact system five days of within-range temperatures before you will be sent vaccine.

Once I receive vaccine how many times a day do I need to check the temperature?

You (or your designee) must check and record the minimum and maximum temperature of the vaccine storage unit at the beginning of each workday. You **do not** have to record the temperature if the school is not open or if you do not have any vaccine. (example: weekends, holidays, school vacation week)

School nurses who work part-time in buildings must have designee record temperatures on the days the nurse is not in the building.

Do I really need to keep vaccine until it expires in June?

Yes, you need to keep vaccine until either it expires, or you can transfer it to another provider who may be able to use the vaccine before its expiration date.

Contact the Maine Immunization Program at the end of the school year for further instructions. Please remember that we receive money back even for vaccine that is expired so please do not throw out vaccine.

Do I have to complete an educational webinar in order to receive vaccine?

Yes, all primary and backup vaccine coordinators must complete an educational webinar. This is a federal requirement. You can access the webinar at <https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/annual-education-requirement.shtml>. You need to complete the **Vaccines for Children** module and posttest.