



Proper Maintenance and Storage of Vaccine by School Nurses

Special Instructions:

NOTE: The refrigerator must be designated for vaccines, medications, and biologicals only. No food or beverage can be stored in them.

1. One school nurse and a backup person shall be assigned the responsibility for the proper storage and handling of vaccines kept in school offices.
2. Each location that stores vaccine shall have a working refrigerator and a certified calibrated digital data logger suitable for checking internal temperatures of the refrigerator. The refrigerator compartment must maintain temperatures between 36°F and 46°F (2°C and 8°C) for vaccine viability. The refrigerator temperature should be set at 40°F (4°C). The freezer compartment must maintain temperatures between -58°F and +5°F (-50°C and -15°C) for vaccine viability.
3. Refrigerator temperature should be maintained between 36° and 46° F. Freezer temperature should be maintained between -58°F and +5°F. The temperature of the refrigerator must be checked and documented at the beginning of each workday. The min and max temperatures shall be recorded on the log sheets with the time and initials of the person checking the temperature. This should be placed on or near the refrigerator as well as documented in ImmPact. Each log shall be maintained by the school for three years and then destroyed.
4. Upon arrival of the vaccine, the designated school nurse or backup person shall immediately inspect the vaccines and temperature strip or other temperature reading device unpack the vaccines and place them in the refrigerator or freezer as appropriate. The lot number and

quantity received should be verified and match what is listed in ImmPact and on the packing list.

The vaccines shall be stored inside the refrigerator and never placed on the door shelves (there is too much temperature variation when the door is open). The vaccines shall be placed so that the cool air can circulate around the vaccines. The newest vaccine shall be placed behind any of the same type of vaccine that has an earlier expiration date.

5. The vaccines shall be written into the vaccine record book and added to the supply on hand so that the count in the record book matches the count in the refrigerator. Log into ImmPact and accept vaccine transfer. Records shall be retained in the office for three years and then destroyed.
6. The school nurse shall rotate the vaccines monthly so that the ones with the earliest expiration dates are placed in the front of the refrigerator and used first. (This is called stock rotation)
7. Ice packs shall be placed inside the freezer to help maintain the temperature when the door is opened.
8. Bottles of cold water shall be placed to line the inside walls of the refrigerator and on the door shelves to maintain the internal temperature of the refrigerator when the door is opened.
9. The School Nurse shall place a “Do Not Disconnect” sign on each refrigerator and circuit breaker, as well as sign on or near all outlets where units are plugged in that are visible. The electrical connection shall be protected from accidental disconnect by either a protected location or protective plug cover.
10. If the temperature of the refrigerator or freezer is measuring above or below the allowable temperatures listed above, the school nurse discovering a refrigerator or freezer out of temperature range shall:
 - Label the unit “DO NOT USE,” store vaccines in a unit where they can be kept under appropriate conditions and generate a report from the data logger for discussion with the vaccine manufacturer.
 - Contact the vaccine manufacturer to obtain documentation for the viability of the vaccine. Contact the Maine Immunization Program, if obtained from the Maine Immunization Program.

- Document all steps taken on temperature recording paper log and in ImmPact.
11. In the event of an extended power outage the school nurse shall follow the procedure for extended power outages.
 12. For further instructions for storing frozen vaccine, please reference the link below, pages 33-35: [Maine Immunization Program Provider Policy and Procedure Manual](#).