

School-based Vaccine Clinic Checklist for Safe Vaccine Handling and Storage

Here are the 17 most important things you should do to safeguard your vaccine supply. Are you doing them all?

- 1. We have a school nurse or a designated person in charge of the handling and storage of our vaccines.
- 2. We have a back-up person in charge of the storage and handling of our vaccines.
- 3. A vaccine inventory log is maintained that documents:
 - Vaccine name and number of doses received
 - Date the vaccine was received
 - Arrival condition of vaccine
 - Vaccine manufacturer and lot number
 - Vaccine expiration date
- 4. Our refrigerator for vaccines is either household-style or commercial-style, NOT dormitory-style. The freezer compartment has a separate exterior door. Alternatively, we use two storage units: a free-standing refrigerator and a separate, free-standing freezer.
- 5. We do NOT store any food or drink in the refrigerator.
- 6. We unpack vaccine immediately upon arrival and place it in the refrigerator.
- 7. We store vaccines in the middle of the refrigerator, and NOT in the door.
- 8. We check vaccine expiration dates before use.
- 9. We post a sign on the refrigerator door showing which vaccines should be stored in the refrigerator and which should be stored in the freezer.
- 10. We always keep a certified calibrated thermometer in the refrigerator that can record temperatures at 36-46°F and -58°F and +5°F in the freezer.
- 11. The temperature in the refrigerator is maintained at 36–46°F. The temperature in the freezer is maintained at -58°F and +5°F.
- 12. We use bottles of cold water to line the inside walls of the refrigerator to help maintain cold temperatures.
- 13. We post a temperature log on the refrigerator door on which we record the refrigerator minimum and maximum temperature once a day—first thing in the morning and we know whom to call if the temperature goes out of range.
- 14. We understand that these temperature logs must be submitted to the Maine CDC Immunization Program at least monthly with copies maintained by the school for three years.
- 15. We have a “Do Not Unplug” sign next to the refrigerator’s electrical outlet.
- 16. In the event of a refrigerator failure, we take the following steps:
 - We call the manufacturer immediately.
 - We notify the Maine CDC Immunization Program.
 - We label the vaccine stating that it has been stored out of range and not to use the vaccine until given the guidance to use from the manufacturer. (this vaccine should be kept in a cold storage unit)
- 17. We keep important phone numbers posted where they are easily accessible including [contact information for vaccine manufacturers](#).