



# 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 is allowed to be stored in them.**

1. One School Nurse and a backup person shall be assigned the responsibility for the proper handling and storage of vaccines kept in school offices.
2. Each location that stores vaccine shall have a working refrigerator and a certified calibrated thermometer suitable for checking internal temperatures of the refrigerator. The refrigerator thermometer must be able to record temperatures at or above 35<sup>0</sup>F- 46<sup>0</sup>F (2-8<sup>0</sup>C).
3. Refrigerator temperature should be maintained between 35° and 46° F. The temperature of the refrigerator must be checked each workday at the beginning of the day and at the end of the day. The temperatures shall be recorded on the log sheets that are obtained from the Maine Immunization Program and placed on or near the refrigerator. Each log shall be maintained by the school for 3 years and then destroyed.
4. **Upon arrival** of the vaccine, the designated School Nurse or backup person shall immediately unpack the vaccines and place them in the refrigerator as appropriate. 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 opened). The vaccines shall be placed so that the cool air may 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. Records shall be retained in the office for 3 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.
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 in order 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. 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 is recording above or below listed temperatures, the School Nurse discovering a refrigerator or freezer out of temperature range shall:
  - Label the vaccine that it has been stored out of range and not to use the vaccine until given the permission to use from the manufacturer.
  - Notify the Manufacturer of the product for instructions in handling the vaccines (contact numbers below). Contact the Maine Immunization Program, if obtained from the Maine Immunization Program,
11. In the event of an extended power outage the School Nurse shall follow the procedure for extended power outages.

**Influenza 2014-2015 Season Manufacturer Contact Information**

Manufacturer	Phone Number	Products
GlaxoSmithKline	866-475-8222	Fluarix Quadrivalent
Medimunne	877-633-4411	Flumist Quadrivalent
Sanofi- Pasteur	800-822-2463	Flu-zone Quadrivalent

Maine Center for Disease Control Immunization Program: 287-3746 or 1-800-867-4775