

## Appendix 1. Immunisation clinic checklist

<b>Part A: Clinic Facilities and Equipment</b>			
Clinic Facilities	Yes	No	Comment
Room has adequate space			
Waiting area has adequate space			
There are staff to support the clinic			
Patient records are available and accessible to review and record in the clinic			
Hand washing facilities are available in the room and meet infection control standards			
Facilities for drawing up and checking vaccines meet infection control standards			
There is a system in place in the event of an adverse reaction, including availability of emergency medicines			
Immunisation supplies are stored in safe and secure environment			
Identified members of staff to be responsible for vaccine stock rotation and cold chain management			
Vaccines are stored and maintained to preserve cold chain			
Vaccine storage is monitored and records are audited			
Sharps disposal containers are accessible			
<b>Part A: Preparation, administration and recording</b>			
Prior to clinic staff delivering immunisation clinic must ensure that vaccines have been maintained in the cold chain e.g. 2-8 degrees			
Check child's vaccination history prior to immunisation			

System is in place to check child is fit and well to be immunised, and that parent/guardian are fully informed to be able to give informed consent			
Staff are aware of correct sites for administration of vaccines: a) Anterior-lateral thigh for under 1 year b) Preferably deltoid area of arm for over 1 year, or anterior-lateral thigh <i>N.B. When 2 vaccines are administered on same limb there must be at least 2.5cm between sites.</i>			
Name and appearance of vaccine, expiry date and batch number are all checked prior to administration on an individual basis			
Routine practice of vaccines being drawn up for each individual child after screening is being followed			
Staff drawing up vaccine should personally administer the vaccine			
Staff administering vaccine records immunisation. The following information should be recorded accurately on: <u>SIRS:</u> <ul style="list-style-type: none"> <li>• Vaccine name</li> <li>• Batch number</li> <li>• Expiry date</li> <li>• Date given</li> </ul> <u>EMIS/Vision:</u> <ul style="list-style-type: none"> <li>• vaccine name</li> <li>• batch number</li> <li>• expiry date</li> <li>• site given</li> <li>• electronic signature e.g. MM</li> </ul> <u>PHR ( Patient Held Record ):</u> The vaccine given, date and site can be added in comments box.			
SIRS sheet is sent to Child Health on same day as clinic is held, even if all children failed to attend			