

Stage 1. Gathering and preparing

- 1 Perform hand hygiene.
 - 2 Clean and disinfect the preparation area and procedure dish or tray.
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- 3 Collect the required equipment:

1 x sterile 2ml or 3ml syringe (*Leur lock rather than Leur-slip are highly recommended*).

1 x sterile 19 or 21 gauge, non-coring bevelled drawing up needle (*reduces coring*).

1 x sterile 22 to 25 gauge administration needle. 25mm length except for persons with obesity when 38mm is recommended. Safety needles are strongly recommended.

1 x 70% isopropyl alcohol wipe (*for vials, not the person's arm*).

1 x cotton wool ball.

1 x hypoallergenic tape or latex-free band aid.

1 x procedure dish or tray for the drawn-up vaccine (*e.g. kidney dish*).

- 4 Remove the required vaccine vial (only 1 at a time) and check the temperature while doing so from the cold chain storage system used.

Do not shake the vial as it will affect its integrity

- 5 Double check you have the correct vaccine before opening the vial with another health professional.
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- 6 Check the expiry date of the vial and if applicable, the date and time that the vial was opened. **DO NOT** use:

- if vial is expired
- if vial has been out of cold chain for more than 6 hours cumulatively
- if vial has been open for more than 48 hours

If you are opening the vial for this first time, record the date and time on the vial now, before opening it.

- 7 Examine the vaccine vial gently and ensure there is no discolouration, turbidity or inconsistencies. If you are concerned about the appearance of the vial, please call the Australian Government, Department of Health Vaccine Operations Centre (VOC) on **1800 318 208**.
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- 8 Perform hand hygiene.
 - 9 Open the vial (if applicable) and check the bung integrity.
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- 10 Disinfect the bung using a 70% isopropyl alcohol wipe.
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- 11 Allow to fully dry for 30 seconds.

Stage 2. Drawing up

1 Attach a sterile 19 or 21 gauge, non-coring bevelled drawing up needle to a sterile 2ml or 3ml syringe.

2 Insert the needle through the bung using aseptic technique.

3 Withdraw exactly 0.5ml of solution.

4 Withdraw the needle from the vial.

If preparing multiple doses for immediate administration, detach the syringe from the needle at this point, leaving the drawing up needle in the vial until all doses are extracted. Never leave the drawing up needle in the vial when returning it to cold chain storage; it can only remain while immediately drawing up doses.

If a full dose cannot be drawn up from the remaining liquid in the MDV, it must be discarded as doses cannot be drawn from multiple MDVs and combined

5 Attach a new sterile injection needle to the syringe.

If drawing up multiple doses, perform steps 2 to 6 again until all doses are removed from the vial, except attach the syringe to the current drawing up needle still left in the vial rather than using a new one.

6 Place a single immunisation ready for administration into a procedure dish or tray. If multiple doses are being made up at once for immediate administration during a session, a clean and opaque container should be used and protected from the light. The prepared doses within the specified container must then be kept at normal cold chain requirements in the fridge (+2°C to +8°C).

Stage 3. Cleaning-up

1 Discard the drawing up needle immediately into an approved sharps container.

2 Return the vial to the cold chain if there are remaining doses. Before returning the vial, ensure the date and time of opening are clear.

3 Clean and wipe the workbench.

4 Perform hand hygiene.

5 Ensure all syringes are labelled to identify contents if the preparer is not also administering the vaccine.

6 The vaccine must be administered immediately after preparation.