

## Appendix S – Checklist for Mobile/Outreach Immunisation Clinics

Print this checklist and store it along with the following items for your cooler:

- minimum/maximum thermometer
- temperature chart
- packing material.

Step	What to do	Done ✓/X
1	Remove ice packs/gel packs from the freezer: Place the number of packs you require for your cooler on the bench to 'sweat'  Place the ice packs/gel packs in your cooler to chill the inside of the cooler.	<input type="checkbox"/> <input type="checkbox"/>
2	Remove the ice/gel packs from the cooler and place insulating material (bubble-wrap or polystyrene chips) in the bottom of the cooler.	<input type="checkbox"/>
3	Reset the minimum/maximum thermometer and insert the thermometer probe inside an empty vaccine box with the product information intact.	<input type="checkbox"/>
4	Make sure the minimum/maximum temperature is between +2°C and +8°C at the time the vaccines are placed in the cooler.	<input type="checkbox"/>
5	<b>YOU ARE NOW READY TO MOVE YOUR VACCINES INTO THE COOLER.</b> Place the vaccine stock in the cooler with the box containing the thermometer probe in the centre. <b>Note:</b> All vaccines should remain in their original packaging until they are administered or returned to a purpose-built vaccine refrigerator — this prevents damage from exposure to light and ambient temperature. Surround the vaccines with packing material and place conditioned ice/gel packs on the top before closing the cooler. Ensure that vaccine stock is not in direct contact with the ice/gel packs, to minimise risk of freezing. Close the cooler lid and fix the digital thermometer display to the outside of the cooler. Keep the cooler out of direct sunlight.	<input type="checkbox"/>
6	Record the date, time, and minimum and maximum temperatures on the temperature chart now. Then record temperatures at the following times: <ul style="list-style-type: none"> <li>• every 15 minutes for the first hour</li> <li>• hourly thereafter, provided the temperatures are stable.</li> </ul> <b>Note:</b> Freezing vaccines occurs most commonly in the first 2 hours of storage in a cooler.	<input type="checkbox"/>
7	Ensure that ice/gel packs do not become displaced and have direct contact with vaccines — this may freeze the vaccines and render them unviable. Remove vaccines from the cooler only as they are required.	<input type="checkbox"/>
8	Only move vaccines back to a purpose-built vaccine refrigerator in which the temperature is between +2°C and +8°C.	<input type="checkbox"/>

### When the vaccines are returned to the refrigerator

Step	What to do	Done ü/X
1	Record the refrigerator temperature and reset.	..
2	Ensure that the refrigerator temperature has returned to between +2°C and +8°C before returning vaccines.	..
3	Transfer vaccines to refrigerator.	..
4	If a data logger has been transported with the vaccines, download the data before using any vaccines.	..
5	If there are temperatures outside the +2°C to +8°C range, isolate vaccines, clearly mark them 'Do not use', and keep them refrigerated between +2°C and +8°C. If a cold chain breach has occurred, report WA health department.	..
6	Continue to monitor the refrigerator closely (e.g. hourly) to ensure that the temperature is consistently stable, then return to twice-daily monitoring.	..





