

Vaccination Programme: Stock Management – Record Keeping Standard Operating Procedure.

| | | |
|-------------------------------|--|--------------|
| Document Reference No: | PTHB / MMP 447 | |
| Version No: | 2 | |
| Issue Date: | June 2025 | |
| Review Date: | June 2028 | |
| Author: | Senior Pharmacy Technician | |
| Document Owner: | Chief Pharmacist | |
| Accountable Executive: | Medical Director | |
| Approved By: | Vaccination and Immunisation Operational Development Group | |
| Approval Date: | June 2025 | |
| Document Type: | Standard Operating Procedure | Non-clinical |
| Scope: | PTHB | |

The latest approved version of this document is online.
If the review date has passed, please contact the Author for advice.

Version Control:

| Version | Summary of Changes/Amendments | Issue Date |
|---------|---|------------|
| 1 | Initial Issue | May 2024 |
| 2 | <p>Updated:</p> <ul style="list-style-type: none"> • Various sections moved throughout document to improve flow. • Title updated from Vaccination Team to Vaccination Programme <p>Vaccination Centre Sections:</p> <ul style="list-style-type: none"> • Introduction: Removal of Covid vaccine supply from vaccination centres to District Nurses • Section 5. Vaccination Centre Stock Management System. 5.1 Process. Removal of transfer of Covid vaccine from vaccination centres to outreach clinics for District Nurse collection. Inclusion of RSV vaccine to manual stock management log. • Section 6 Vaccine delivery notes – clearer instructions on naming and saving scanned delivery notes. • Section 8.2 Vaccination Centre – Other Vaccine - Entering Waste. Updated to include details of reporting RSV vaccine waste <p>Updated: Pharmacy Stores Sections:</p> <ul style="list-style-type: none"> • Removal of section 11.1 referring to vaccination centre waste and incorporated into vaccination centre sections of SOP | June 2025 |
| | | |

Engagement & Consultation

Key Individuals/Groups Involved in Developing this Document.

| Role / Designation |
|---|
| Nikki Mathers, Senior Pharmacy Technician, Immunisation/Vaccination, Therapies & Pharmacy Stores |
| |
| |

Circulated to the following for Consultation.

| Date | Role / Designation |
|-------------|--|
| 28/03/2024 | Senior Clinical Lead, Vaccination Team |
| | Clinical Lead Nurse Vaccination Centres |
| | Vaccination Lead Nurse, Vaccination Centre |
| | Medicines Management Pharmacy Technician |
| 12/04/2024 | Medicines Management Pharmacy Technicians |
| 19/03/2025 | Head of Community Services, Medicines Management |
| | |
| | |

| Item No. | Contents | Page |
|-----------------|--|-------------|
| 1. | Introduction | 4 |
| 2. | Objectives | 4 |
| 3. | Definitions | 5 |
| 4. | Roles / Responsibilities | 6 |
| 5. | Vaccination Centre Teams: Stock Management | 7 |
| 6. | Vaccination Centre: Stock Receipt | 8 |
| 7. | Vaccination Centre: Vaccine Transfer | 9 |
| 8. | Vaccination Centre: Influenza Vaccine Transfer | 10 |
| 9. | Vaccination Centre: Other Vaccines Transfer | 11 |
| 10. | Vaccination Centres: Vaccine Delivery Notes | 11 |
| 11. | Vaccination Centres: Waste | 12 |
| 12. | Pharmacy Store: Stock Management | 13 |
| 13. | Pharmacy Store: Stock Ordering and Receipt | 13 |
| 14. | Pharmacy Store: Receiving Order Requests from PTHB Departments and Onward Distribution | 14 |
| 15. | Pharmacy Store: Repacking and Over labelling Vaccine | 16 |
| 16. | Pharmacy Store: Waste | 16 |
| 17. | Records Retention | 17 |
| 18. | Monitoring, Compliance, Audit & Review | 17 |
| 19. | References | 17 |

1 Introduction

All Powys Teaching Health Board (PTHB) Vaccination Centre (VC) staff and Pharmacy Stores (PS) staff involved with the management and distribution of vaccine or other medicinal products for vaccination programmes have a responsibility to ensure that the quality of the products and the integrity of the distribution chain is maintained throughout the distribution process. This is known as Good Distribution Practice (GDP). Maintaining accurate records of medicines and vaccine distribution is a mandatory part of GDP and enables traceability of products.

Documentation provides a picture of all the steps taken along a vaccine journey; a record can only be established when documentation takes place. Where there is no documentation there is no record, it is therefore important to be vigilant in documenting the steps completed along the way, including documenting the members of staff involved in each step of the process.

PTHB VC staff are responsible for management of vaccine stock within VCs and movement of vaccine from cold storage in VCs to care homes and outreach clinics in community settings.

PTHB PS staff are responsible for management of vaccine/medicine stock which is stored within the PS. PS staff are responsible for movement of vaccine/medication from the PS to sites across the Health Board. PS staff are also responsible for batch pack downs and over labelling of stock e.g. expiry date extensions (authorised by the MHRA) held in the PS.

It is vital that documentation is kept and that record-keeping practices are robust and accurately maintained to ensure that the Health Board is complying with legislation and pharmacy standards.

It is mandatory for all staff members involved in managing vaccines and other medication to always follow this standard operating procedure.

Please note: Sections 12 – 16 are relevant to Pharmacy Stores staff only

2. Objective

- To describe the process for managing vaccine stock and documenting all vaccine transfers from VCs to other community settings throughout PTHB e.g. to care homes,

outreach clinics, via the VC vaccine stock management Excel spreadsheet and the Welsh Immunisation System (WIS).

- To describe the process for managing vaccine stock and documenting all vaccine/medicine transfers from the PS to sites across the Health Board via PS vaccine stock management Excel spreadsheets and WIS.

VC staff - This SOP must be read in conjunction with all VC vaccine management SOPs which can be accessed via the VC SOP folder.

For information to support the requirements of this SOP, all VC staff must read the following:

- MMP 427 Safe and Secure Management of Refrigerated Medicines / Vaccines
- MMP 429 Safe and Secure Stock Management, Handling & Preparation of Vaccines in PTHB Vaccination Centres and other Community Settings
- MMP 428 Use of Labcold™ Portable Vaccine Carriers
- MMP 432 Use and Management of Helapet Vaccine Porters
- MMP 430 Cleaning / Defrosting PTHB Medicines / Vaccine Refrigerators
- MMP 439 Roles, Responsibilities and Training. Vaccine Management in Vaccination Centres and Community Settings
- MMP 443 Quarantine, Product Recall and Destruction of Vaccines
- MMP 444 Responding to Pharmaceutical Incidents

All SOPs can be accessed via the vaccine management SOP folder located in each vaccination centre. Staff must sign and date each SOP to confirm that they have read and understood the contents.

PS staff - This SOP must be read in conjunction with all PS SOPs which can be accessed here: [5. SOPs](#)

3. Definitions

- **Cold chain** – is the system of transporting and storing medicines within the recommended temperature range of +2°C to +8°C from the place of manufacturer to the point of administration to a patient.
- **GDP** – Good Distribution Practice

- **GPhC** – General Pharmaceutical Council
- **HCSW** – Health Care Support Worker
- **Medicine** – a substance used for treating, preventing, or diagnosing disease, for contraception, inducing anaesthesia or modifying normal physiological function.
- **PS** – Pharmacy Stores
- **PTHB** – Powys Teaching Health Board
- **Vaccine** – a suspension of attenuated or killed microorganisms (viruses, bacteria, or rickettsia) or of antigenic proteins derived from them, administered for prevention, amelioration or treatment of infectious disease.
- **VC** – Vaccination Centre
- **WIS** – Welsh Immunisation System

4. Role / Responsibilities

4.1 Senior Pharmacy Technician, Vaccination/Immunisation & Pharmacy Stores (Senior pharmacy technician)

- The senior pharmacy technician is responsible for arranging regular review to monitor compliance with this procedure in line with medicines management standards//legislation, and for providing advice on documentation processes and GDP.
- The senior pharmacy technician is responsible for ensuring that all PS/VC staff are trained and competent in the use of vaccine management Excel spreadsheets to ensure that GPhC standards are met.

4.2 Senior Clinical Lead Nurse, VC Lead Nurses.

The Senior Clinical Lead Nurse and VC Lead Nurses (in conjunction with the senior pharmacy technician) are responsible for:

- Ensuring that all appropriate staff for whom they have responsibility (e.g., anyone who has any involvement in supporting vaccine management) have undertaken

education and training to meet GPhC standards have read, understood, and adhere to the standards in this SOP.

4.4 Other Staff

Vaccination Centre Teams

- Unregistered staff (e.g. Health Care Support Worker (HCSW) Immunisers) supporting vaccine management must undertake education and training to meet GPhC standards. Full supervision and protected learning time will be given by a registered pharmacy technician in order to complete this course over 3 months.
- Registrants are accountable for their own actions and must exercise professional judgement in vaccine management and administration in accordance with standards set by their professional body and in accordance with medicines legislation. Registrants must be able to supervise their HCSW Immuniser colleagues in safe management of vaccine.
- Registrants are responsible for identifying their own training needs and will be supported by the senior pharmacy technician / pharmacy stores pharmacy technician, who will provide support on any vaccine management training needs identified by individual clinicians, on request.
- All VC staff are responsible for undertaking cold chain training, Good Distribution Practice (GDP) training, adhering to this SOP, maintaining competence, and reporting and reacting to temperature excursions.
- For further information see SOP MMP 439 Roles, Responsibilities & Training. Vaccine Management in Vaccination Centres and in Community Settings

Pharmacy Stores Team

- Pharmacy stores staff are responsible for undertaking cold chain training, Vaccine Storage training, Good Distribution Practice (GDP) training, adhering to this SOP, maintaining competence, and reporting and reacting to temperature excursions.
- Pharmacy stores staff must receive extensive training in PS stock management records and must read and sign for all related SOPs [Action Log VP & Pharmacy Stores.xlsx](#)

5. Vaccination Centre Teams

5.1 Stock Management Excel spreadsheet - Overview

The VC stock management system for Covid and Influenza vaccine e.g. stock receipt, stock checks, temperature monitoring etc. is via WIS.

VC vaccine stock management for other vaccines held in VCs (where functionality for the receipt of vaccine, stock checks and recording waste is not available on WIS) is via the VC vaccine management Excel spreadsheet accessible via the VC Pharmacy Teams Channel: stock [General](#)

There is a separate vaccine stock management Excel spreadsheet for both VCs. The stock management Excel spreadsheet must be completed fully every time vaccines are transferred from the VC to another location e.g. to care homes, outreach clinics.

The VC vaccine stock management Excel spreadsheet has several tabs, e.g. for transfer of covid vaccine, flu vaccine, RSV vaccine. The stock management Excel spreadsheet also contains tabs for the receipt and stock check of RSV vaccine as this function is not yet available on WIS (as of June 2025). Other vaccines may be added to this spreadsheet as and when necessary or may have their own individual stock management Excel spreadsheets. Vaccines may also be removed from the spreadsheet and archived as and when they are introduced to WIS.

6 Vaccination Centre - Stock Receipt

6.1 Stock receipt Covid / Flu vaccine

- Receipt of Covid and flu vaccine must be entered on WIS
- Stock checks for Covid and Flu vaccine must be entered on WIS
- Transfer of vaccine from VC to VC, from VC to PS or from PC to other Health Boards* must be entered on WIS.
- Fridge temperature monitoring must be entered on WIS.
- Covid vaccine waste must be entered on WIS

see MMP 429 Safe and Secure Stock Management, Handling & Prep of Vaccines, for detailed instructions.

* Transfer of Covid / Flu vaccines from PTHB to other Health Boards must be agreed with Vaccination Programme Wales (VPW) in

advance and is facilitated under the 'mutual aid' agreement which is in place until April 2026. The senior pharmacy technician will facilitate this, where necessary.

6.2 Stock Receipt Other Vaccines

Where functionality on WIS does not allow for vaccine management e.g. for RSV / MMR, then details must be recorded on the relevant vaccine stock management Excel spreadsheet.

Open the vaccine stock management Excel spreadsheet and chose the receipt tab for the vaccine received, then complete the following:

- Date the vaccine was received.
- Time the vaccine was received.
- Name of vaccine received.
- Batch number of the vaccine received.
- Expiry date of the vaccine received.
- Quantity of the vaccine received.
- Name of the person completing the entry (full name).

Open the vaccine stock check tab then complete a stock check either on the am side or the pm side of the spreadsheet, depending on the time of day the vaccine is received:

- Date
- Time
- Quantity of vaccine received into stock.
- Update the available quantity of vaccine in stock i.e. add the number of vaccines received to the number of vaccines currently in stock.
- Name of the person completing the entry (full name).

Twice daily stock check (am & pm). Complete the following:

- Date
- Time
- Quantity of vaccine available
- Name of the person completing the entry (full name).

7. Vaccination Centres –Vaccine Transfer

Transfer of Covid / RSV Vaccine to Community Settings e.g. Care Homes / Outreach Clinics

Open the relevant VC vaccine stock management Excel spreadsheet and record the following:

- Fill in the order details: Generate a reference number. Concert Hall order numbers begin with B XXX. Newtown VC order numbers begin with NXXX. All RSV reference numbers begin with RSV then the VC location and a number e.g. RSVCH004. The order numbers must run sequentially. Add the delivery location.
- Enter the vaccine details: Name of vaccine, number of vials/doses being transferred, the batch number of the vaccine, the pharmacy batch pack down number (where applicable e.g. for Covid vaccine pack downs) and the expiry date.
- Complete details of the order assembly: Date of assembly, name of the person who assembled the order and the name of the person providing a second check.
- Complete the delivery details: Helapet vaccine porter number issued (where applicable), confirmation of whether a Labcold™ Portable Vaccine Carrier is issued, the time the vaccine was handed over to the vaccinator and the name of the vaccinator.
- There is no requirement to provide a delivery note.
- There is no requirement to record a vaccine transfer on WIS from the VC to the intended location, however, stock recorded on WIS must be amended when stock leaves the VC and again on return of vaccine into stock at the end of the day e.g. for Covid vaccine.
- Stock levels for RSV must be amended on the vaccine stock management Excel spreadsheet when vaccine is being transferred from the VC into the community e.g. care homes, outreach clinics and again on return of vaccine to the VC.

There should be no blank cells on the spreadsheet, insert N/A where applicable. Where signatures are required, **full names must be entered**. Initials or first names only are not acceptable.

NB. Transfer of vaccine on WIS to outreach clinics will only be required for larger clinics spanning a few days, e.g. where vaccine will remain on site in a refrigerator.

8. Vaccination Centre Influenza Vaccine Transfer

Open the relevant vaccine stock management Excel spreadsheet. Choose the Flu vaccine tab and record the following:

- Fill in the order details: Generate a reference number. Concert Hall reference numbers begin with BF XXX. Newtown VC reference numbers begin with NF XXX. The reference numbers must run sequentially.
- Add the delivery location.
- Enter the vaccine details: Name of vaccine, the batch number of the vaccine and the expiry date.
- Complete details of the order assembly: Date of assembly, name of the person who assembled the order and the name of the person providing a second check.
- Complete the delivery details: Helapet vaccine porter number issued (where applicable), confirmation of whether a Labcold™ Portable Vaccine Carrier is issued, the time the vaccine was handed over to the vaccinator / transport/ hospital porter and the name of the person who has collected the vaccine.

There is no requirement to transfer flu vaccine on WIS from the VC to the intended destination e.g. outreach clinics, walkabouts however, stock must be amended on WIS when stock leaves the VC and again on return of flu vaccine into stock at the end of the day.

9 Vaccination Centre – Other Vaccine - Transferring Vaccine to Community Settings e.g. Outreach Clinics

Open the relevant vaccine stock management Excel spreadsheet then choose the transfer record tab and complete the following:

- Enter the reference number. For concert hall transfers the reference number will begin TRCH XX. For Newtown VC transfers the reference number will begin TRNT XX.
- Enter the date of transfer.
- Enter the name of the vaccine being transferred.
- Enter the batch number and expiry date of the vaccine being transferred.
- Enter the quantity of vaccine being transferred.
- Enter the Helapet vaccine porter number being used to transfer the vaccine or indicate that a portable vaccine carrier is being used.
- Enter the name of the person who has prepared the transfer and the name of the person who has second checked the transfer details (full names).
- Enter the time the vaccine porter was collected by vaccinator/ transport / hospital porter and the time of collection.
- Enter the name of the person who has collected the vaccine.

10 Vaccination Centres - Vaccine Delivery Notes

Delivery notes supplied with vaccine deliveries into VCs e.g. from IP5 (vaccine supplier), PS or ImmForm must be annotated (e.g. date/time received and signature added), scanned and saved into the VC scanned documents folder: [Scanned Docs](#)

Once it is certain that the document has been saved, the original paper copy can be discarded in confidential waste.

NB. When saving scanned documents onto the system, ensure that they are named correctly e.g. for delivery notes received from the PS - with the reference number and date, or for direct vaccine deliveries e.g. from IP5/ImmForm - the name of the vaccine and the date. Ensure that delivery notes are saved into the correct folder by month. This makes retrieval much easier.

NB. Delivery notes are not required when transferring vaccine into the community for care home visits or outreach clinics.

11 Vaccination Centres – Waste

Covid and Flu

All medicine/vaccine waste must be accounted for.

Covid and Flu vaccine waste must be recorded on WIS. All other medicine/vaccine waste must be recorded on the waste record of the VC vaccine stock management Excel spreadsheet (with the exception of RSV vaccine (see section 11.1). Access here: [VC VACCINE RECORD OUTREACH CARE HOMES etc](#)

NB. Expired Flu vaccine must also be reported to the pharmacy stores team: quantity expired, batch numbers and expiry dates.

11.1 Vaccination Centre – Other Vaccine

Entering Waste

Choose the relevant vaccine stock management Excel spreadsheet and click on the waste record tab then complete the following:

- Date the vaccine was wasted.
- Name of the vaccine
- Batch number and expiry date of the vaccine.
- Quantity of vaccine wasted.
- Reason for the waste i.e. vaccine expired.

- Name of person completing the record (full name).

NB. This does not apply to wasted RSV vaccine. If a dose of RSV vaccine is wasted it must be reported to the senior pharmacy technician and VC clinical lead as soon as possible. Details of batch number, expiry date and reason for waste must be reported. The senior pharmacy technician will record these details in a separate waste log and report the wastage via ImmForm. Please note, the senior pharmacy technician must not be named as 'lead investigator' on any Datix reports for RSV waste, as this responsibility lies with VC clinical leads.

12. Pharmacy Stores

Stock Management Excel Spreadsheets

Stock management Excel spreadsheets for pharmacy stores can be accessed here: [Pharmacy Vaccine Store Documentation](#)

The senior pharmacy technician is responsible for ordering vaccine, and other products e.g. adrenaline kits (unless delegated). Each time stock is ordered and received into the PS or dispatched from the PS to locations throughout PTHB, the details must be clearly documented on WIS (where functionality allows) **and** on the relevant PS stock management Excel spreadsheet.

Stock management spreadsheets are kept for each product stocked within the PS. The stock management spreadsheets can be found in the Pharmacy Vaccine Store Documentation folder, see link above.

Each stock management spreadsheet will contain the following tabs as standard:

- Orders (for documenting orders placed for new stock and for documenting stock receipt)
- Delivery (for documenting delivery of stock from the PS to other areas within the Health Board)
- Stock Check (for monitoring stock levels)
- Delivery Note (for completion to accompany every order that leaves the PS)

13 Pharmacy Stores

Stock Ordering and Receipt.

Vaccine or other products held in the PS are ordered via:

- Vaccination Programme Wales (VPW) (Covid and flu vaccine)
- Nevil Hall hospital (e.g. adrenaline kits)
- ImmForm (e.g. RSV vaccine / LAIV (Fluenz®))

Details of all orders placed must be documented on the relevant stock management Excel spreadsheet for that product. Open the 'orders' tab to record details of the products ordered e.g., order numbers, product details, purchase order numbers (ImmForm only), quantities etc.

NB. When placing orders via ImmForm, a purchase order or customer reference number will be requested before the order can be submitted; use the next sequential number from the stock management Excel spreadsheet located on the 'Orders' tab (e.g. for Adult RSV: PTHBA22, for Maternal RSV: PTHBM14). When the order is submitted, email confirmation will be received along with a purchase order number generated via the ImmForm platform. This purchase order number must be recorded on the vaccine stock management Excel spreadsheet. Please note that orders can be edited up until 11:59am on Monday mornings, after which time they will be 'locked in' and submitted automatically. **It is not possible to alter orders once they have been submitted.**

On delivery of vaccine/other products into the PS, they must be receipted on WIS (where functionality allows) and on the relevant stock management Excel spreadsheet, against the documented order. Details to record will include batch numbers and expiry dates. Stock checks must be updated when new stock is received into the PS via:

- WIS where functionality allows e.g. for Covid vaccine / Flu vaccine **AND**
- The relevant stock management Excel spreadsheet for the product received (regardless of whether the receipt has already been entered onto WIS).

Delivery notes must be annotated (date/time received and signature), scanned and saved in the relevant folder [Pharmacy Vaccine Store Documentation](#). Once saved the original copy can be disposed of in confidential waste.

14 Pharmacy Stores

Receiving Order Requests from PTHB Departments and Onward Distribution

District Nurse and ward orders for Covid vaccine are arranged via a weekly meeting chaired by the pharmacy stores pharmacy technician. Orders placed at this meeting are scheduled for delivery the following week. Orders submitted during this meeting can be accessed by the PS team via the following link: [Vaccination Orders | General | Microsoft Teams](#)

Midwives and school nurses submit orders by email to the PS via a dedicated order request form (e.g. for RSV, Flu vaccines). All order forms must be saved in the relevant stock management folder, according to the product ordered.

All orders scheduled for dispatch from the PS are recorded on the PS 'daily diary' Excel spreadsheet. This is not an official document and is used to maintain a record of orders scheduled for delivery in one convenient location for day-to-day reference and to aid order tracking and communication between stores staff.

Immediately on receipt of an order request e.g. from District Nurses, Midwives, Wards, VCs, the details of the order must be entered onto the 'daily diary' against the next available date that delivery can be made. It is standard practice for all order requests to be submitted to the PS a week in advance to allow for forward planning.

The order must also be entered onto the stock management Excel spreadsheet for the product requested and an order number raised. This order number must be transferred to the 'daily diary' against the relevant order.

Details of the product ordered must be entered onto the 'PTHB orders' tab of the stock management Excel spreadsheet for that product against the correct order number e.g. record the batch number, expiry date, pharmacy batch pack down number (where applicable). Delivery notes can then be completed and printed.

The transport team must be informed every Friday morning of the deliveries scheduled for the following week. Once transport have been informed, indicate this on the daily diary as 'transport requested' against the order. Transport will confirm delivery collection times and once they have done this, the status can be updated in the 'daily diary' from 'transport requested' to 'transport confirmed'.

Once the order has been completed e.g. when the order has been packed by PS staff for collection by transport, then further details can be documented on the stock management Excel spreadsheet

e.g. name of person who checked the order, vaccine porter number, date/time order collected etc.

NB. There should be no empty cells on any of the stock management Excel spreadsheets, N/A must be entered where applicable. All staff names must be entered in full e.g. not initials or first names.

Stock transfers must be updated on WIS (where functionality allows), and a new stock check added to amend the stock balance. Where functionality for vaccine records is not available on WIS, then the relevant stock management Excel spreadsheet must be updated to reflect the new stock level.

Stock checks for all PS stock must be completed whenever the PS is operational (regardless of whether orders have been processed) and should take place when all deliveries have been collected by transport.

Returned, signed delivery notes must be scanned and saved in the scanned documents folder of the Pharmacy Store Documentation folder. Once saved, the paper copy can be disposed of in confidential waste. [Pharmacy Vaccine Store Documentation](#)

15. Pharmacy Store

Repacking and Over Labelling Vaccines

The procedure and documentation requirements for re-labelling and over-labelling vaccine is managed within the pharmacy store and can be accessed here:

[MMP 0201 - SOP - Repacking and Over Labelling Medicines Vaccines](#)

16. Pharmacy Store

Waste

All medicine/vaccine waste must be accounted for.

Covid and Flu vaccine waste must be recorded on WIS and on the waste Excel spreadsheet, access here:

[Medicines Management - Waste - All Documents \(sharepoint.com\)](#)

All other PS waste and waste reported back to pharmacy stores from other areas e.g. wards (expired flu stock), VC's e.g. wasted RSV

vaccine, expired Flu/MMR vaccine, must also be recorded on the waste Excel spreadsheet.

Wasted vaccines which were ordered via ImmForm must be reported and recorded on ImmForm by the PS team.

17. Records Retention

Records must be retained for 5 years.

18. Monitoring Compliance / Audit / Review

Compliance with this SOP will be audited during annual pharmacy audits.

This SOP will be reviewed every three years or earlier should changes to legislation or to practice indicate otherwise.

19. References

PTHB MMP 427 Safe and Secure Management of Refrigerated Medicines and Vaccines [Medicines Management - SOPs - All Documents \(sharepoint.com\)](#)

[MMP 429 Safe and Secure Stock Management, Handling & Preparation of Vaccine.docx](#)