

Safe & Secure Stock Management, Handling and Transportation of Vaccine Held in Community Settings by District Nurses

Standard Operating Procedure.

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Engagement & Consultation

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Item No.	Contents	Page
1.	Introduction	4
2.	Objectives	5
3.	Definitions	5
4.	Roles / Responsibilities	6
5.	Training	9
6.	Refrigerator Keys	10
7.	Receipt of Vaccine, Fridge temperature Monitoring & Storage of Vaccine	10
8.	Transport of Vaccines into Community Settings	13
9.	Vaccine Deliveries	14
10.	Further Information	15
11.	Covid-19 Vaccine Consumables	16
12.	Vaccine Spillage	17
13.	Punctured Covid-19 Vaccine Vials	17
14.	Waste	18
15.	Monitoring, Compliance, Audit & Review	18
16.	References	18
Appendices		
A	Vaccinating Housebound Citizens with COVID-19 Vaccine (Risk reduction methods)	19

1 Introduction

Powys Teaching Health Board (PTHB) is committed to the safe and secure handling and administration of medicines and vaccines to protect patients and staff.

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

The efficacy and safety of vaccines requiring controlled low temperature storage ultimately depends on the safe handling of vaccine and maintenance of temperatures within the manufacturers' recommended range, typically +2°C to +8°C. If the handling and storage recommendations are not followed, manufacturers can disclaim responsibility for any apparent failure of the product as they will no longer be within the terms of the marketing authorisation (product license).

Vaccines are biological substances that may lose their effectiveness rapidly if they become too hot or too cold at any time. Inadequate temperature control during storage and transport of vaccines or other fridge line pharmaceuticals can reduce the efficacy of the product. This is particularly important during transport and storage of vaccine as failure to provide the correct storage conditions can result in compromised attainment of a satisfactory level of immunity.

Vaccine failures caused by the administration of a reduced potency vaccine can affect many people causing risk to patients, embarrassment to the organisation, expense and possible liability. Patient confidence in vaccine products and the vaccination process is diminished if repeat vaccination is required¹.

In addition to the safe handling of vaccines and maintenance of storage temperatures, stock management systems must be maintained to satisfy pharmaceutical regulatory requirements and the expectations of Vaccination Programme Wales (VPW).

This SOP must be read in conjunction with the following SOPs.

MMP 427 Safe & Secure Management of Refrigerated Medicines and Vaccines

MMP 432 Use and Management of Helapet Vaccine Carrier Systems

MMP 430 Cleaning and Defrosting Refrigerators

MMP 443 Quarantine, Product Recall and Disposal of Vaccines

¹ [7th revision vaccine handling and storage advice Sept 17.pdf](#)

MMP 444 Responding to Pharmaceutical Incidents

Access here: [Policies, Procedures, Protocols, SOPs and Guidelines - Powys Teaching Health Board](#)

2. Objective

- To ensure District Nurses (DNs) safely and securely receipt, store and manage vaccine stocks for administration to patients in community settings e.g., housebound patients, in accordance with pharmacy standards and legislation.
- To ensure that individuals who store, handle or administer vaccines are aware of the requirements to store the vaccine correctly and in line with the recommendations set out in Chapter 3 of the Green book [Storage, distribution and disposal of vaccines: the green book, chapter 3 - GOV.UK](#) . This will ensure the integrity of vaccine products and reduce the risk of compromising the quality, efficiency, and safety of the vaccination programme, whilst improving the service for patients.
- To clearly define record keeping requirements in line with pharmacy standards, legislation and VPW expectations.
- To ensure that staff understand the importance of fridge temperature monitoring and stock checks and are competent in undertaking this task, e.g., use of the Welsh Immunisation System (WIS).
- To understand the procedure for taking appropriate corrective and timely action in the event of a temperature excursion outside of the cold chain range of +2°C to +8°C.
- To ensure that staff understand the principles of stock rotation.
- To ensure that staff understand the importance of expiry date checks.
- To ensure that staff understand the principles around the safe handling of vaccines in accordance with the manufacturers Summary of Product Characteristics (SmPC)

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.
- **COSHH** – Control of Substances Hazardous to Health

- **Data logger** – an electronic device which allows a detailed analysis of temperature. Data loggers can be used to provide assurance that the cold chain has been maintained and to provide information about the duration of temperature excursions. Data loggers are frequently placed in medicines refrigerators and in vaccine porters during transportation.
- **DN** – District Nurse
- **GDP** – Good Distribution Practice
- **PIL** – Patent Information Leaflet
- **POM** – Prescription Only Medicine
- **PTHB** – Powys Teaching Health Board
- **Quarantine**-To separate/isolate affected stock from supply chain which must be clearly labelled with 'Quarantined – do not use' and dated.
- **RSV** – Respiratory Syncytial Virus
- **SmPC** – Summary of Product Characteristics
- **SOP** – Standard Operating Procedure
- **Temperature deviation/excursion** – any incident where the recorded fridge / Helapet vaccine porter temperature is outside of the recommended range of +2°C to +8°C.
- **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.
- **VPW** – Vaccination Programme Wales
- **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:

- Ensuring that this SOP is kept up to date and informing staff of any changes.
- Ensuring clinical governance relating to vaccine stock management is maintained.
- Providing any training sessions required to ensure that all staff understand and can follow this SOP.
- Ensure all staff are aware of actions to take and who to contact if there are any issues with the refrigerator.
- To make sure that staff are aware that any vaccines subject to a breach in the cold chain, are quarantined until expert advice is sought from the Medicines Management Team.
- Ensuring that DN fridges are recorded on the Labcold maintenance contract and are recalibrated annually.
- Keeping a record of DN data logger serial numbers and managing annual recalibration.
- Providing advice on pharmacy regulations and standards relating to vaccine management.
- Annual vaccine management audits.

4.2 Service Lead

Senior District Nursing Lead must:

- Ensure all staff read and understand this procedure and other SOPs relating to this.
- Ensure all staff have received training e.g., cold chain training, Good Distribution Practice (GDP), and that staff are able to carry out all duties stipulated in this SOP.
- Ensure clinical governance relating to vaccine stock management is adhered to.
- Ensure all staff are aware of actions to take and who to contact if there are any issues with the refrigerator.
- Ensure that staff are aware that any vaccines subject to a breach in the cold chain, are quarantined until expert advice is sought from the Medicines Management Team.

4.3 District Nurses

- District Nurses are responsible for maintaining accurate vaccine stock management records e.g., on WIS for Covid-19, Flu & RSV vaccines
- District Nurses are responsible for reporting vaccines subject to a breach in the cold chain to the senior district nurse lead and the senior pharmacy technician and / or the pharmacy store pharmacy technician (pharmacy stores team) PTHB.VaccPharmacyStoreOrders@wales.nhs.uk

- District Nurses are responsible for quarantining vaccines subject to a temperature breach in alternative cold storage until expert advice is sought from the pharmacy stores team.
- In addition to professional responsibilities, all DNs involved in the management of vaccines must have completed the agreed training (see section 5) and be familiar with SOPs and policies relating to the tasks they undertake.
- All staff must be aware of the importance of good vaccine management and Good Distribution Practice (GDP) and have undertaken the relevant training.
- Prior to packing vaccine into vaccine porters for use in a community setting, it is the responsibility of the district nurse to make sure that the vaccine remains within the manufacturer's recommendations for storage.
- Where transporting vaccine into the community, validated Helapet vaccine porters and data loggers must be used.
- District nurses are responsible for downloading data logger data from data loggers used in Helapet vaccine porters where vaccines have been transported into community settings (alternatively this task may be delegated to a suitably trained member of staff e.g., administrative staff but the DN maintains overall responsibility). If a temperature deviation for any length of time is detected on analysis of the data logger download, then any unused vaccine must be quarantined and the incident reported to the senior pharmacy technician and / or the pharmacy store, pharmacy technician (pharmacy store team) PTHB.VaccPharmacyStoreOrders@wales.nhs.uk
- District Nurses are responsible for downloading the fridge data logger data every 28 days, or sooner if a temperature deviation occurs (as above, this task may be delegated to a suitably trained member of staff).
- All data logger downloads must be saved in the relevant folder on the DN SharePoint page [Data Logger Downloads](#)

4.4 District Nurse Team Support Staff

Where duties have been delegated to DN Team support staff (e.g., to DN Team administrative staff for support for WIS entries / data logger downloads) then the following responsibilities apply to this staff group:

- Staff must have read this SOP.

- Staff must have completed WIS training and be competent to manage WIS entries consistently, e.g. on a twice daily basis (see section 7.5).
- Staff must complete data logger training and be competent in the use of data loggers, understand how to download data, and where to save the record.

The Pharmacy Store Team can provide training where required, alternatively suitably trained DNs are able to support staff with this training.

Tasks outlined in this SOP must be clearly assigned to named individuals for each vaccination session.

This SOP should be read in conjunction with PTHB fridge policy.

[Policies, Procedures, Protocols, SOPs and Guidelines - Powys Teaching Health Board](#)

5. Training

All staff involved with any aspect of cold chain management are responsible for undertaking training and maintaining competencies. Staff can access cold chain and vaccine storage training via ESR:

[070 Cold Chain Training –The safe and secure management of refrigerated medicine](#)

[000 Vaccine Storage](#) (one off)

Cold chain training must be updated annually.

All staff involved with transportation of medicines/vaccines must be familiar with and trained in Good Distribution Practice (GDP). Annual GDP training is available for PTHB staff. GDP training is undertaken individually in the form of a PowerPoint presentation and is certificated 'in-house'. The GDP training presentation and related documents can be found on SharePoint 'Vaccine Ordering' access here: [GDP Training](#)

All staff involved with recording data on WIS or downloading data logger data must be adequately trained to do so e.g. have received WIS training, have received training in the use of data loggers, downloading data logger data and analysing and saving the results (this includes administration staff, where duties have been delegated).

6 Refrigerator Keys

- Vaccines are Prescription Only Medicines (POMs), and therefore, the fridge should always be locked when not in use or kept in a locked room. Vaccines should never be left unattended once removed from the fridge.
- Keys must be locked away when the DN office is not in use.
- Only authorised DNs/support staff should have access to the fridge keys.

7. Receipt of vaccine, Fridge Temperature Monitoring and Storage of Vaccine

7.1 Receipt of Vaccine at storage site

Vaccine must be maintained at a temperature of between +2°C to +8°C for the entirety of the supply chain e.g., from product manufacture to administration to a patient.

- All vaccine will be delivered to District Nurses from the pharmacy store at a prearranged date and time at a temperature of between +2°C to +8°C
- Vaccine will be delivered to DN teams in a vehicle fitted with a temperature-controlled unit, therefore most vaccine orders will be packed into regular cardboard boxes, rather than Helapet vaccine porters.
- The pharmacy store team will email DN teams with details of vaccine deliveries 2-3 days before a delivery is scheduled, as a reminder.
- It is essential that a trained member of staff is on site to receipt deliveries to ensure that the vaccines are transferred into the fridge immediately on arrival (failure to do this risks compromising the vaccine and will lead to unnecessary waste.
- Ensure that the fridge temperature has been maintained between +2°C to +8°C (see section 7.4).
- Stock must be checked for accuracy (e.g., check that the vaccine type and quantity correspond with what was expected to be delivered.
- A signature must be recorded on the delivery note to acknowledge receipt of the vaccine delivery. This will only apply when vaccine is collected from the PS.
- Ensure the product received is in good condition e.g., intact, packs are not crushed.
- Stock that has not been stored correctly, e.g., where the cold chain has not been maintained during delivery, should be rejected, and returned to the driver. Contact the senior

pharmacy technician and / or the pharmacy store pharmacy technician immediately for advice.

PTHB.VaccPharmacyStoreOrders@wales.nhs.uk

- On receipt, vaccines must be unpacked but must be kept in the original packaging and placed into the designated fridge immediately and not left at room temperature.
- When putting stock away ensure that stock is rotated e.g., shorter dated stock to the front of the fridge to be used first (see section 7.2)
- There is no requirement to receipt Covid / Flu / RSV vaccines on the Welsh Immunisation System (WIS), as the stock will have already been receipted into the organisation e.g., the delivery will be a site-to-site transfer, therefore the pharmacy store team will enter the transfer of vaccine on WIS. however the stock check must be updated accordingly.
- Vaccine consumables will be delivered with the vaccine where appropriate e.g., syringes, Patient Information Leaflets (PILs), ensure that these are safely stored.

7.2 Stock Rotation and Storage

- Rotate stock so that the oldest stock (shortest expiry) is at the front of the fridge to be used first. When checking the expiry date, in most cases the vaccine will expire on the last day of the month. i.e. 05/24 means the vaccine expires at 23:59 on the last day of May. There are some exceptions to this as vaccines such as the nasal influenza and COVID-19 vaccines expire on a specific date in the month. **NB. Covid-19 vaccine has a shorter expiry date once thawed e.g., as little as 28 days in some cases. Refer to SmPC for individual vaccine** [Home - electronic medicines compendium \(emc\)](#)
- Excessive stockpiling of vaccines must be avoided in case of fridge failure and to reduce potential waste.
- Ensure that different vaccines are separated in the fridge e.g., on different shelves.
- Refrigerators should not be over-filled. Sufficient space must be maintained within the fridge to permit adequate air circulation.
- Where possible, cool packs should be stored in a separate fridge from the vaccine unless there is sufficient space to store cool packs in the vaccine fridge without the fridge becoming over-filled.
- Always check fridge storage capacity before placing an order for more vaccine.
- Food, drinks and clinical specimens must never be stored in the same refrigerator as medicinal products.

- Fridges must be cleaned regularly and defrosted where necessary. See SOP MMP 430 Cleaning and Defrosting Refrigerators.

7.3 Stock Checks

District Nurses are responsible for checking stock quantities:

- Stock checks must be entered onto the Welsh Immunisation System (WIS) twice daily (am and pm) and following receipt of vaccine orders. This is important to satisfy Vaccination Programme Wales (VPW) expectations and to allow the PTHB pharmacy team to have a clear understanding of where and how much vaccine stock is in the organisation.

7.4 Stock Management and Fridge Monitoring

- Vaccines must be stored safely and securely in a refrigerator between +2°C to +8°C to ensure that they do not become compromised, and that efficacy is maintained.
- The temperature within the vaccine refrigerator must be monitored regularly by an appropriately trained individual who is aware of the action to take if a fridge temperature excursion occurs.
- All fridges must contain a data logger, and the data downloaded every 28 days (unless a fridge temperature excursion occurs before then), then reset (data is automatically overridden after 56 days, so it is important to ensure that this task is undertaken regularly). The downloaded data must be saved in the relevant DN Vaccine Ordering SharePoint folder [Data Logger Downloads](#)
- The pharmacy store team can provide training on the use of data loggers (on request) but training can also be accessed here: [DATALOGGER PP.pptx](#)
- Fridge temperature readings must be recorded on WIS twice daily (am and pm). The maximum, minimum and actual temperature must be recorded, then the fridge temperature must be reset. **This must be done even if there is no vaccine stored in the fridge.**
- Monitoring of vaccines during vaccination sessions are the responsibility of the DN on duty.
- When receiving deliveries or removing vaccines from the refrigerator, ensure that the fridge door is opened for the minimum amount of time to avoid warm air entering and compromising the temperature.

- In the event of a fridge failure all vaccine must be transferred into validated Helapet vaccine porters to maintain the cold chain. Ensure that a sufficient supply of emergency vaccine porters and cool packs are kept on site to support this. Immediate advice should be sought from the DN clinical lead & senior pharmacy technician and / or pharmacy store pharmacy technician if a fridge failure occurs. Email info.medicinesmanagement.powys@wales.nhs.uk and PTHB.VaccPharmacyStoreOrders@wales.nhs.uk NB, Both teams must be contacted in the event of a fridge failure to ensure that the incident is reported to the correct Medicines Management Team member of staff in the unlikely event that pharmacy store staff are unavailable.

Refer to SOP MMP 427 Safe and Secure Management of Refrigerated Medicines and Vaccines for further guidance on monitoring refrigerators and for the detailed instructions for managing refrigerator temperature excursions and fridge error codes/troubleshooting.

7.5 Welsh Immunisation System (WIS)

- Stock checks must be updated on WIS when new vaccines are delivered.
- Fridge temperatures must be recorded twice daily on WIS.
- Twice daily stock checks must be recorded on WIS.
- Waste must be recorded on WIS.
- Where appropriate, vaccine transfer must be recorded on WIS e.g., when transferring vaccine from a DN location to a Vaccination Centre

8. Transport of Vaccine into Community Settings

- Vaccine may be transported into the community (e.g., to housebound citizens), using validated Helapet vaccine porters, cool packs and data loggers.
- Once vaccine has been packed into a validated vaccine porter the cold chain will expire in 8 hours, the expiry time must be indicated on the vaccine porter. NB. Punctured Covid-19 vaccine have a specific time in which they must be used once punctured, refer to relevant SmPC for the specific vaccine product.
- When using validated Helapet vaccine porters in a community setting, it is important to ensure that the lid of the vaccine porter always remains securely closed and must only be opened for the shortest amount of time to access vaccine;

after opening, ensure that the polystyrene lid is replaced and that the Velcro fastening on the vaccine porter lid is tightly secured.

- Data logger data must be downloaded at the end of a vaccination session; the downloaded data must be analysed to ensure that the temperature has been maintained between +2°C to +8°C. The download must be saved in the data logger download file in the DN SharePoint page [Data Logger Downloads](#)
- On SharePoint each DN team will have their own folder to save data logger downloads. Ensure that the download is named appropriately for ease of retrieval e.g. date, DN name.
- To access the data logger data, you will need to download the Log Tag Analyzer 3 application:
<https://logtagrecorders.com/software/lta3/download/>
NB. IT will need to be contacted to download the application to your device.

9. Vaccine Deliveries

Covid-19 vaccine will be allocated to DN teams by the pharmacy team over several weeks of the vaccination programme (according to the number of citizens allocated to each DN team). The pharmacy store team will provide a vaccine delivery schedule to help DN teams with planning NB. It is important that the Pharmacy Store team are informed in advance if there will be any issues with receiving a vaccine order e.g., if there is inadequate space within the fridge to store further vaccine.

Influenza and RSV vaccine can be ordered by submitting the relevant order form to the pharmacy store team
PTHB.VaccPharmacyStoreOrders@wales.nhs.uk Order forms can be found on the DN SharePoint page here: [VACCINE Order Forms](#)

Please note that the pharmacy store team cannot take orders via telephone or by email request to individual pharmacy store team members. Orders MUST be submitted to PTHB.VaccPharmacyStoreOrders@wales.nhs.uk. This mailbox can be used to submit any other vaccine queries and will be checked once daily. Only contact pharmacy store team members directly if you have an urgent query that cannot wait.

Please allow at least 5 days for order processing.

9.1 Covid-19 Vaccine Deliveries

- Covid-19 vaccine will be delivered in original packs e.g., Spikevax; packs of 10 multidose vials (50 doses).

9.2 Influenza Vaccine Deliveries

- Influenza vaccine will be delivered in original packs (packs of 10 pre-filled syringes).

9.3 Respiratory Syncytial Virus Vaccine (RSV (for Older Adults))

- RSV vaccine will be delivered in original packs (single dose units) **NB boxes of single dose RSV vaccine are costly and large, please ensure that you have enough space in the fridge to store the quantity requested. Only request RSV vaccine when you have confirmed patients to vaccinate.**

9.4 Transfer of unused vaccine from one location to another

- Evidence of robust cold chain maintenance must be available before any unused vaccine can be collected for use elsewhere. The pharmacy store team must be contacted where vaccine needs to be transferred. The pharmacy store team will manage the transfer PTHB.VaccPharmacyStoreOrders@wales.nhs.uk Please note that vaccine transfers are costly and time consuming so should only be necessary if significant waste is likely to occur if the vaccine is not transferred for use elsewhere. It is therefore important that teams only order enough vaccine for confirmed appointments and endeavor to plan ahead to prevent waste.

10 Further Information

Covid-19 vaccine:

- Once a multidose vial has been punctured, the date and time of expiry MUST be written on the vial label. This protects against administering expired vaccine and is also a means of identifying punctured vials if there is more than one vial in a pack e.g., 2 vials of Spikevax vaccine removed from an original pack and placed in a white carton for same day use in the community.

- Once all the doses have been withdrawn from a vial / administered from a pre-filled syringe, or if the expiry has been exceeded, discard the used vaccine vial/syringe into a yellow lidded sharps bin.
- Do not mix the vaccine in the same syringe with any other vaccines or medicinal products.
- Do not pool excess vaccine from multiple vials.
- Empty outer cartons (manufacturers original pack) must be disposed of in a secure manner e.g., ripped up and placed into the recycling stream.

To minimise the risk of vial stoppers coring and particles entering the vial:

- Insert the needle through a fresh point in the inner ring of the vial stopper each time.
- Each time the vial bung is punctured this should be in a different location to previous points of puncture on the bung. Work methodically around the inner ring of the vial stopper tracking previous puncture points.
- Do not puncture the stopper outside of the inner ring as this may increase the risk of coring.

Safety Check

Prior to issuing vaccines at a vaccination session, inspect for:

- Any obvious breakages.
- No evidence of cracks in glass, leakage, or other damage.
- The contents of the vial are fully thawed (e.g., Covid-19 vaccine).
- The vaccine contains no visible particles.

11 Vaccine Consumables

- Covid-19 vaccine consumables and Patient Information Leaflets (PILs) will be delivered in quantities comparable to the vaccine supplied.
- Stocks of consumables should be stored in a suitably clean, dry environment, and in a manner that supports safe working and ease for access and stock checks.
- If there are any discrepancies on receipt of consumables, immediately inform the senior pharmacy technician and / or

the pharmacy store pharmacy technician.

PTHB.VaccPharmacyStoreOrders@wales.nhs.uk

- Vaccination cards, where available, must be ordered separately by DN teams from Public Health Wales [Health Information Resources - Public Health Wales \(nhs.wales\)](#)

12 Vaccine Spillages

- If spillage of vaccine occurs, gloves should be worn, and the spillage soaked up with paper towels immediately. These should be put into a yellow clinical waste bag.
- Sharps should be put into a sharps bin for disposal.
- The area should then be cleaned according to the local Disinfection Policy.
- Spillage on the skin should be washed off thoroughly using soap and water.
- Splashes in the eyes should be irrigated with sterile 0.9% sodium chloride solution and medical advice sought immediately. Report via Datix and escalate to the clinical lead.

13 Punctured Covid-19 Vaccine Vials

Punctured vials of Covid-19 vaccine may be transported (see Summary of Product Characteristics (SmPCs)² for information on transportation times for each vaccine, as they differ).

However, the vaccines contain no preservative, and the method of puncture cannot preclude the risk of microbial contamination, therefore transport of punctured vials should not be routine.

The decision to move punctured vials of vaccine between locations within the same legal entity must include an assessment of the risk of microbial contamination and proliferation versus risk of wastage and loss of opportunities to administer vaccines at alternative locations.

Any decision to move punctured vials must be made locally under the direction of the Chief Pharmacist. The specific circumstances will be considered, using appropriate risk control measures such as temperature control, infection prevention and control, and a means to identify that the vial has been punctured.

² [Home - electronic medicines compendium \(emc\)](#)

The use of Covid-19, Flu and RSV vaccines in the community for administration by DNs to housebound patients has been risk assessed and will be monitored.

14 Waste

It is important to keep waste to an absolute minimum. All Covid-19 / Flu / RSV vaccine waste must be reported by entering the number of doses onto WIS, this is inclusive of expired stock.

15. Monitoring Compliance / Audit / Review

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

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

16. References

Electronic Medicines Compendium [Home - electronic medicines compendium \(emc\)](#) accessed 08/09/2025

Appendix A Vaccinating Housebound Citizens with COVID-19 Vaccine

Risk Reduction Methods; Movement of Punctured Multidose Vials

- Aseptic technique is of paramount importance.
- Chemical and physical in-use stability has been demonstrated for for each Covid-19 vaccine and can be found in the SmPC [Home - electronic medicines compendium \(emc\)](#)
- Once punctured, the reduced expiry must be recorded on the vial.
- Minimise the time between the first and last puncture within the maximum transportation period (e.g., allowed transportation time of punctured vial – this can be found in the SmPC for the vaccine being used [Home - electronic medicines compendium \(emc\)](#))
- Ensure the vial is transported and stored within a validated Helapet vaccine porter (with data logger) and that agitation of the vials during this period is minimised.
- Covid-19 multidose vials must be transported in their original pack. Alternatively, single Covid-19 multidose vials can be packed into a small white carton for same day use if minimum doses are required (ensure that dead space is filled with packing material to avoid the vial moving during transport). Note: Where single multidose vials are packed into a carton, and where all doses are not administered, then the excess doses must be wasted and recorded as such on WIS.
- Swab the entire vial with a single-use 70% alcohol swab after removal from the validated cool box and then use a fresh single use 70% alcohol swab to swab the bung.
- Swab the bung with a single use 70% alcohol swab prior to every dose withdrawn and leave to dry for 30 seconds.
- Swab the bung and then the entire vial with a single use 70% alcohol swab before replacing it in the validated Helapet vaccine porter.
- Place the vial back into its original pack/carton in the validated Helapet vaccine porter immediately after withdrawing the last dose to be administered on that site.
- Where punctured vials are held in the validated Helapet vaccine porter concurrently, it is essential that they are stored and transported in a segregated way to avoid the risk of confusion.
- The validated Helapet vaccine porter should only be decontaminated when leaving the home if there is contamination or if a resident has a known infectious pathogen.
- If failure of aseptic technique is suspected, discard all punctured vials.
- If the visual inspection of the vial suggests that the integrity of the product has been compromised, discard the vial.
- IMPORTANT - Record all wasted doses on WIS.

