

Ordering, Distribution and Management of Inactivated Influenza Vaccine (Internal)

Powys Teaching Health Board Vaccination Services Autumn/Winter Influenza Vaccination Programme 2026/27

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Author:	Senior Pharmacy Technician	
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Engagement & Consultation**Key Individuals/Groups Involved in Developing this Document**

Role / Designation
Senior Pharmacy Technician, Immunisation/Vaccination & Pharmacy Stores

Circulated to the following for Consultation

Date	Role / Designation
31/07/2026	Principal Pharmacist, Community Pharmacy Services
31/07/2026	Clinical Lead Nurse, Immunisation and Vaccination Service
31/07/2026	Immunisation Co-ordinator
31/07/2026	Community Services Manager
30/07/2026	Pharmacy Technician, Immunisation/Vaccination & Pharmacy Stores
31/07/2026	School Nursing Immunisation Lead
31/07/2026	Lead Nurse, Community Nursing
31/07/2026	Assistant Head of Midwifery & Sexual Health
31/07/2026	Advanced Practitioner Team Lead, Respiratory
31/07/2026	WOD Occupational Health Manager
20/08/2026	Vaccination Programme Operational Development Group

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1 Introduction

The Autumn/Winter 2026/27 adult influenza vaccination campaign will run from **1 October 2026 to 28 February 2027**, although vaccination of eligible individuals may commence from **1 September 2026** (e.g., pregnant women, school vaccination programme) where vaccine supply is available and local operational arrangements permit.

Eligibility criteria and vaccination uptake targets are detailed within the **2026/27 Influenza Welsh Health Circular (WHC)** [The national influenza immunisation programme 2026 to 2027 \(WHC/2026/010\) \[HTML\] | GOV.WALES](#) Further information on eligibility criteria can be found here: [Eligible groups in the 2026 to 2027 flu immunisation programme \[HTML\] | GOV.WALES](#)

PTHB is committed to provide a consistent vaccine supply to all Vaccination Services within the organisation to facilitate delivery of the national influenza immunisation programme in PTHB.

The trivalent cell culture influenza vaccine (TIVc), ages 2 years+ will be the only influenza vaccine in use as part of the national programme and should be used to vaccinate all eligible adults during the 2026 to 2027 season.

The Live attenuated Influenza Vaccine (LAIV) remains the recommended vaccine for children. The TIVc will be available in any school setting where LAIV has been declined in favour of a gelatine-free alternative as recorded in consent forms.

PTHB Influenza Vaccination Programmes: PTHB services delivering influenza vaccination programmes will be supplied with influenza vaccine from Health Board Pharmacy Stores stock. These services will continue to follow the established processes used for previous influenza vaccination programmes with the inclusion of an updated ordering system, as detailed within this SOP.

This Standard Operating Procedure (SOP) aligns with the national operating model for the supply and distribution of influenza vaccines in Wales for the Autumn/Winter 2026/27 season.

The following SOPs are available here to support the implementation of this SOP: [Policies, Protocols, SOPs and Shared Care Protocols - Powys Teaching Health Board](#)

- MMP 427 Safe and Secure Management of Refrigerated Medicines / Vaccines
- MMP 428 Use of Labcold™ Vaccine Carriers
- MMP 432 Use and Management of Helapet Vaccine Carrier Systems
- MMP 430 Cleaning / Defrosting Refrigerators
- MMP 444 Responding to Vaccine Pharmaceutical Incidents

This SOP should also be read alongside any relevant service-specific SOPs

2. Objective

The purpose of this SOP is to establish a clear, consistent and auditable process for the ordering, receipt, storage, distribution and management of influenza vaccines supplied under the Welsh Government's central procurement model for the Autumn/Winter 2026/27 influenza vaccination programme.

The objectives of this SOP are to:

- Define the process for ordering influenza vaccine stock throughout the vaccination campaign, to ensure adequate vaccine availability and continuity of service delivery across the Health Board.
- Ensure robust vaccine stock management practices are implemented across all services to minimise wastage, prevent stock shortages, support equitable distribution and maintain vaccine availability for eligible populations.
- Mandate the use of the Welsh Immunisation System (WIS) for the recording, monitoring and management of vaccine stock, ensuring accurate stock visibility, traceability, accountability and reporting throughout the supply chain.
- Provide a clear framework for the receipt, storage and handling of vaccines, ensuring that all vaccines are managed in accordance with national guidance, manufacturer requirements and cold chain standards to maintain vaccine quality, safety and efficacy.

- To describe the delivery and distribution arrangements for centrally procured influenza vaccines supplied from the Pharmacy Store, to support PTHB vaccination programmes and ensuring the timely, efficient, and equitable allocation and supply of vaccine stock.
- Define roles and responsibilities for Pharmacy Staff and Vaccination Teams involved in vaccine ordering, stock management, receipt, storage, distribution and monitoring activities.
- Establish a clear process for the identification, reporting and management of cold chain incidents, ensuring that any temperature excursions or storage breaches are escalated promptly, appropriately investigated and managed in accordance with Health Board procedures and national guidance.
- Support effective governance and assurance arrangements through accurate record keeping, monitoring and audit processes, enabling compliance with Welsh Government requirements and facilitating oversight of vaccine utilisation and wastage.
- Promote the safe and effective delivery of the influenza vaccination programme, supporting achievement of national vaccination uptake targets and ensuring eligible individuals have timely access to vaccination services.
- Ensure compliance with relevant Welsh Government guidance, Welsh Health Circulars (WHCs), immunisation standards and Health Board policies relating to vaccine management, storage, transportation and administration.

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.
- **HCSW** – Health Courier Service Wales
- **LAIV** – Live Attenuated Influenza Vaccine
- **NWSSP** – NHS Wales Shared Services Partnership

- **PS** – Pharmacy Stores, Hafren ward, Bronllys
- **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.
- **SOP** – Standard Operating Procedure
- **Supply Chain**- Term used to describe the whole cold chain process from the point of receiving the medication into stock, transport, maintaining the medicines and the point of supplying medication.
- **Temperature deviation/excursion** – any incident where the recorded refrigerator / vaccine porter temperature is outside of the recommended range of +2°C to +8°C.
- **TIVc** – Cell-based Trivalent Influenza Vaccine (Surface Antigen, Inactivated)
- **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
- **WHC** – Welsh Health Circular
- **WIS** – Welsh Immunisation System

4. Responsibilities

4.1 Vaccination Programme Wales (VPW)

Vaccination Programme Wales is responsible for:

- Overseeing the national allocation and distribution of centrally procured influenza vaccines across Wales.
- Managing vaccine supply at a national level and monitoring vaccine availability throughout the vaccination programme.
- Coordinating vaccine allocations to Health Boards in line with national delivery schedules and anticipated demand.

	• Providing guidance, communications and operational updates relating to influenza vaccine supply and distribution. • Monitoring vaccine utilisation, stock levels and programme performance across Wales and implementing mitigation measures where supply issues or imbalances are identified. • Working collaboratively with Health Boards, Welsh Government and other stakeholders to ensure continuity of vaccine supply throughout the campaign.
	4.2 Pharmacy Stores Team (PS) The Pharmacy Stores Team is responsible for: • Managing its allocated stock of influenza vaccine throughout the vaccination campaign to ensure equitable and effective distribution across all participating PTHB vaccination services. • Establishing and maintaining locally approved governance arrangements that support the safe and secure handling of medicines and vaccines in accordance with relevant legislation, national guidance and Health Board policies. • Ensuring appropriate systems and processes are in place for the receipt, storage, transport, monitoring and onward distribution of influenza vaccines throughout the organisation. • Monitoring vaccine stock levels, utilisation and wastage across Health Board Vaccination Services taking action where necessary to address supply pressures or prevent vaccine shortages. • Maintaining oversight of vaccine ordering and distribution processes to ensure vaccine supplies remain aligned with programme demand. • Providing guidance and support to Health Board Vaccination Teams regarding vaccine management, stock control, cold chain requirements and incident reporting. • Ensuring effective monitoring and governance arrangements are in place, including the use of the Welsh Immunisation System (WIS). • Managing and investigating reported cold chain incidents in accordance with local procedures and national guidance, including escalation to relevant stakeholders where required. 4.3 PTHB Services Providing Influenza Vaccination

Health Board Services delivering Influenza Vaccine Programmes include:

- Vaccination Centres
- Maternity
- Peer Vaccinators
- District Nursing
- School Nursing
- Wards (inpatient vaccinations)
- Respiratory Teams
- Occupational Health

Services providing Influenza Vaccination are responsible for:

- Ordering influenza vaccines in line with anticipated service demand and maintaining sufficient stock levels to support service delivery, whilst avoiding excessive ordering or stockpiling that could lead to **wastage or inequitable distribution**.
- Receiving, storing and handling vaccines in accordance with manufacturer recommendations, national guidance and Health Board procedures.
- Maintaining robust stock management processes, including regular stock checks, stock rotation and monitoring of vaccine expiry dates to minimise wastage.
- Ensuring all vaccine stock movements, usage and wastage are accurately recorded through the Welsh Immunisation System (WIS).
- Maintaining the cold chain at all times through appropriate storage, temperature monitoring and documentation processes.
- Use of calibrated data loggers when transporting vaccines to community-based vaccination clinics to provide continuous temperature monitoring throughout the journey and storage period. This ensures maintenance of the cold chain and provides documented assurance that vaccines have been stored and transported within the required temperature range.
- All data logger temperature reports must be downloaded and saved electronically within the approved shared drive/folder structure. File names must include the monitored location and the date of download to ensure traceability and facilitate audit review. Electronic records must be maintained as evidence of ongoing temperature monitoring and made available for inspection during audits, investigations, and reviews. The Pharmacy Team will

	perform routine spot-checks of downloaded records to confirm that data downloads have been completed as required, temperature excursions have been appropriately managed, and records are complete, accurate, and readily retrievable. • Ensuring vaccine refrigerator temperatures are monitored twice daily, recorded on WIS and that temperature records are reviewed and discrepancies acted upon promptly. • Reporting any cold chain breach, temperature excursion or suspected compromise of vaccine integrity immediately to the Pharmacy Store Team (see Appendix A) and following the agreed incident management process. • Reporting stock discrepancies, vaccine losses and wastage to the Pharmacy Store Team (see Appendix A) • Cooperating with Health Board monitoring, audit and assurance activities relating to vaccine management and stock control. • Ensuring all staff involved in vaccine management are appropriately trained and competent in vaccine storage, handling, stock management and incident reporting procedures.
	5. Vaccine Ordering & Delivery Influenza vaccine may be ordered from the Health Board Pharmacy Store stocks for the following service areas: • Maternity Services (for commencement 1st September onward) • Vaccination Centres (for commencement 1st October onward (for staff flu and care home residents)) • District Nurse Teams (for commencement 1st October onward) • Inpatients (for commencement 1st October onward) • Respiratory Teams (for commencement 1st October onward) • Peer Vaccinators (for commencement 1st September onward, or earlier with executive approval) • Occupational Health (for commencement 1st October onward) • School Nurses (TIVc). The TIVc is available for ordering from 1st September where Live Attenuated Influenza Vaccine* (LAIV) is declined in favour of a gelatine-free alternative as recorded in consent forms. Note: Inactivated Influenza Vaccine may be ordered from the Bronllys Pharmacy Store 2 weeks ahead of the official vaccination programme start date, provided the vaccine will be used within two weeks of the start of the programme.

*School Nursing Teams (LAIV): The Pharmacy Stores Team will support School Nursing Teams with the ordering, storage and distribution of LAIV. An initial order will be placed via ImmForm once the annual ordering window has opened and vaccine ordering is available. The Pharmacy Stores Team will liaise with School Nursing Teams as required to facilitate timely and accurate ordering throughout the programme.

Influenza vaccine orders must be submitted using the Microsoft Vaccine Order Form located on the Medicines Management Team website, access here: [Medicines Management - Home](#)

- Allow 5 -7 working days for delivery.
- Confirmation of vaccine delivery date will be provided within 48 hours of receipt of order. **Note.** Services must ensure that staff are available to receive the vaccine delivery and transfer to the refrigerator immediately on arrival. If staff are not available to receipt the vaccine order then this will result in a 'failed delivery' and stock will be returned to the Pharmacy Store (see section 6 Failed Deliveries)
- Vaccines will be transported using validated temperature-controlled vehicles (TCVs) to maintain the required cold chain temperature of 2°C to 8°C throughout transit.
- Upon receipt, vaccines must be transferred to a validated vaccine refrigerator immediately to minimise the risk of any temperature excursion and maintain vaccine integrity.
- Upon delivery, an authorised member of staff at the receiving site must provide an electronic signature on the HCSW handheld device to confirm receipt. Once signed for, responsibility for the vaccines transfers to the receiving site, which must ensure immediate storage within a validated refrigerator maintained at 2°C to 8°C.

6. Failed Deliveries

To minimise the risk of failed deliveries:

- Advance notice of delivery dates will be provided to Vaccination Teams via email. It is the responsibility of vaccination teams to disseminate this information to colleagues, where necessary.

In the event of a failed delivery, HCSW will record the reason for the failure and will return the stock to the Pharmacy Store.

Any order that cannot be delivered will be cancelled, and the site will be required to submit a new vaccine order through the appropriate ordering process.

7. Stock Management and Reconciliation

WIS provides a centralised system for monitoring stock levels and supports local and national oversight of vaccine utilisation throughout the campaign.

Health Board Vaccination Teams, must use WIS for vaccine stock management, temperature monitoring and waste recording.

Influenza vaccine deliveries from the Pharmacy Store to Vaccination Teams **must not** be recorded on the Welsh Immunisation System (WIS) as a delivery, as these are **internal stock transfers** and not stock receipts.

Vaccine stock supplied by the Pharmacy Store will already have been receipted into the Powys Teaching Health Board (PTHB) Pharmacy Store inventory on WIS.

However, on receipt of influenza vaccines at the delivery site, Vaccination Teams **must** update the stock check in WIS on the same day to ensure stock records remain accurate and up to date.

All teams are required to use WIS to maintain accurate and up-to-date stock records, including:

- Completing daily vaccine stock balance checks on all working days, including updating stock balances following vaccine delivery.
- Recording refrigerator temperatures twice daily, in accordance with national guidance.
- Recording wasted vaccine.

Flu vaccinations must be recorded on WIS during or immediately after vaccination, wherever possible, and by no later than the end of the day on which a vaccination is administered.

Accurate vaccine stock check balances must be recorded in WIS by the end of each working day.

WIS records will be reviewed regularly by Health Boards, with vaccine data reported nationally through WIS.

Failure to maintain WIS records in line with requirements may result in subsequent vaccine orders being withheld until the necessary actions have been completed.

Any stock discrepancies, losses, wastage or corrective actions will be documented and investigated by the Health Board and escalated where appropriate to comply with national reporting requirements.

8. Cold Chain Incident Procedure

In the event of a cold chain incident (e.g. temperature excursion), all stock should be quarantined immediately. Teams must contact their Health Board representative who will initiate an investigation (see Appendix A for Health Board cold chain contact details). Details of the incident must be recorded:

A *disruption of Cold Chain Form* must be completed in full and submitted to PTHB.VaccPharmacyStoreOrders@wales.nhs.uk as soon as possible following identification of a temperature excursion. Access here:



Disruption%20of%20
Cold%20Chain%20M

Data logger downloads will also be requested to support the investigation process.

NOTE: Incomplete forms may delay the investigation and assessment process, potentially affecting the timely determination of vaccine viability and any subsequent actions required.

9. Monitoring Compliance / Audit / Review

This SOP will be reviewed annually and updated as required to reflect any changes in legislation, national guidance, or local practice. Annual review will continue until procedures have been formally established and embedded within routine operational processes.

10. References

JCVI Guidance on Influenza vaccines for Autumn/Winter 2026/27 Campaign:

- [JCVI statement on Influenza vaccines for 2026 to 2027 - GOV.UK](#)

National Influenza immunisation programme 2026 to 2027 Welsh Health Circular:

- [The national influenza immunisation programme 2026 to 2027 \(WHC/2026/010\) \[HTML\] | GOV.WALES](#)

Vaccination Programme Wales, Influenza Vaccine Autumn / Winter Campaign 2026/27, PTHB Supply and Distribution Handbook.
Guidance for NHS Wales Chief Pharmacists, NHS Boards, Primary Care Providers, NHS Trusts

Appendix A - Key Contacts

Contact Type	Organisation	Name	Contact Details
Any vaccine ordering queries	PTHB	Vaccine Order Form Submissions	PTHB.VaccPharmacyStoreOrders@wales.nhs.uk Vaccine order form: Useful Links - Powys Teaching Health Board
Any cold chain incident queries or issues for escalation.	PTHB	Cold Chain Incident Contact	PTHB.VaccPharmacyStoreOrders@wales.nhs.uk
Any National/Local Training queries	PTHB	PTHB Immunisation Co-ordinator (Lyndsey Haffenden)	Powys.Immunisations@wales.nhs.uk