

Vaccine Administration Procedural Guide

1. Obtain name and DOB/Chart number of patient.
2. Check EHR for vaccines due under “**Wellness**” tab. Print due letter.
3. Check patient’s immunization list in **Alert iis** to ensure no vaccines have been given elsewhere. Crosscheck against due list on Wellness tab in EHR
4. If outside immunizations listed in Alert iis are *not* in the EHR, manually update EHR list with historical immunizations. Note: When entering historical immunizations in EHR, please put the *name of the clinic* the historical immunization was administered at for LOCATION, **NOT** “Alert.”
5. Collect appropriate VIS forms, laminated screening questionnaire. Place dots next to relevant immunizations (key is on back).
6. Enter room/call patient in. Give VIS forms to guardian/patient. Ask for and answer any questions or concerns guardian/patient may have regarding vaccines.
7. Ask vaccine administration screening questions, (“Has your child ever had a serious reaction to a vaccine,” “have you ever had seizures or a seizure disorder,” etc.). It is not necessary to ask screening questions for vaccines you are not giving.
8. Obtain vaccines from fridge, checking off each vaccine and writing down the Lot number **on the due letter** as you take it out. EXAMPLE: for PCV-13, check off next to PCV-13 and write lot number down; for Pediarix, check off DTaP, IPV, and Hep B on due letter, and write down the lot number for the Pediarix vaccine.
9. Prepare vaccines for administration.
10. Confirm patient name and DOB.
11. Administer vaccines. Write down location of administration on due letter next to each lot number.
12. Document vaccine administration in EHR. Check services tab, ensure vaccines listed there. If patient receiving more than one vaccine, in “**Super-billing**” window, select Immunizations on the left, and then check box next to “**Immuni Admin, Each addt'l**” on the right side. Then, in the “**Visit services**” window, double click the 1 in the “**Qty**” column, and change the quantity to however many vaccines were administered at this visit, aside from the first.

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Always remember to use the 6 rights of medication administration:

Rights of Medication Administration

1. Right patient

- Check the name on the order and the patient.
- Use 2 identifiers.
- Ask patient to identify himself/herself.
- When available, use technology (for example, bar-code system).

2. Right medication

- Check the medication label.
- Check the order.

3. Right dose

- Check the order.
- Confirm appropriateness of the dose using a current drug reference.
- If necessary, calculate the dose and have another nurse calculate the dose as well.

4. Right route

- Again, check the order and appropriateness of the route ordered.
- Confirm that the patient can take or receive the medication by the ordered route.

5. Right time

- Check the frequency of the ordered medication.
- Double-check that you are giving the ordered dose at the correct time.
- Confirm when the last dose was given.

6. Right documentation

- Document administration **AFTER** giving the ordered medication.
- Chart the time, route, and any other specific information as necessary. For example, the site of an injection or any laboratory value or vital sign that needed to be checked before giving the drug.

Reference: Clinical Nursing Skill & Techniques, 8th edition- Perry/Potter/Ostendorf