Influenza Vaccine Check-Out Service

The below guidelines must be met in order to ensure proper handling and administration of the vaccine as well as accurate tracking. Failure to follow all processes outlined below may result in discontinuation of future check-out services.

**Facts**

- Seasonal influenza vaccination reduces the likelihood of becoming ill with influenza or transmitting influenza to others.
- The 2017 - 2018 vaccine is made from the following four viruses: (2) Influenza B; Influenza A (H1N1); Influenza A (H3N2)
- Employee Health stocks the adult dose of the influenza vaccine and it should not be administered to anyone under the age of 18.
- All of the available vaccine for check-out is “inactivated”. Employee Health does not stock the live “nasal spray” as it is not recommended for use this year by CDC ACIP guidelines.

**Who should NOT be vaccinated with the checked out vaccine?**

- People who have a severe allergy to chicken eggs, (however, we can order and administer egg-free vaccine in the Employee Health clinic)
- People who have a severe reaction to an influenza vaccination,
- People who have a moderate to severe illness with a fever (they should wait until they recover to get vaccinated), and
- People who have a history of Guillain-Barré Syndrome (GBS) within 6 weeks following receipt of influenza vaccine.

**Storage and Administration**

- The vaccine must be stored at 35°F – 46°F in a refrigerator.
- The vaccine should never be frozen. If frozen, the vaccine should be discounted and the number should be noted as “waste” in order to account for all vaccines.
- The vaccine should be administered intramuscularly into the deltoid muscle.
- The vaccine must be administered by a licensed RN, LPN, or other HealthCare professional licensed to administer vaccines.
- The current Vaccine Information Sheet (VIS) must be presented to all recipients of the influenza vaccine.

**Policy and Process**

1. Clinic representative may request a specific number of vaccines for their clinic via our SharePoint site. Please specify the number of vaccines needed. We will confirm the supply, prepare the order, and arrange the pick-up time.
2. Employee Health hours are 7:30 – 5:00pm, Monday – Friday
3. Employee Health will not provide additional supplies (bandages, red sharps bucket, etc.)
4. **Clinics may keep the vaccine for no longer than one full week (7 days) at a time.**
5. The same amount of consent forms will be provided with the corresponding lot number pre-printed on the forms.
6. **The consent forms must be filled out in a complete and legible fashion for accurate tracking purposes. Please include the employee’s full legal name on the consent form.**
7. If a clinic needs additional vaccines, they must place another order via the SharePoint site.
8. Completed consent forms and any unused vaccines are to be returned in this envelope to Deidre as outlined below.
9. When completed consent forms are returned, we will distribute the appropriate number of badge buddies for visual confirmation of compliance.

For more information on seasonal influenza and the vaccine, please visit [www.cdc.gov/flu](http://www.cdc.gov/flu). For additional resources or questions please contact us at employeehealth@uky.edu.

Return Completed Consents to Deidre at University Health Service, 404