Vaccine Check-Out Service

In an effort to meet the demand for influenza vaccinations, departments/clinics are now able to check-out a specific number of vaccines from Employee Health and administer it to their staff. The below guidelines must be met in order to ensure proper handling and administration of the vaccine as well as accurate tracking.

Facts

- Seasonal influenza vaccination reduces the likelihood of becoming ill with influenza or transmitting influenza to others.
- The 2015 - 2016 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.
- Employee Health will not loan out the “live vaccine”. All of the available vaccine for check-out is considered “inactivated”.

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 full sized 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.
- If stored overnight the refrigerator must be locked.
- 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. (attached to this document)

PROCESS

1. Clinic representative may call and/or email Leslie at laharg3@uky.edu or 218-3257 to request a specific number of vaccines for their clinic. Please specify the number of vaccines needed. Leslie 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. Once signed out, clinics may keep the vaccine for no longer than one full week (7 days) at a time.
5. When signing out influenza vaccine, the log must be signed by both the clinic/department employee and an Employee Health representative. A contact number must also be provided for tracking vaccine movement.
6. The same amount of consent forms will be provided with the corresponding lot number pre-printed on the forms.
7. The consent forms must be filled out in a legible fashion for accurate tracking purposes.
8. Left-over vaccine and consent forms must be returned to Employee Health and logged as well as completed consent forms.
9. If at any time a clinic needs more vaccine or consent forms, please come during Employee Health hours. Please return completed consent forms at the same time as picking up additional vaccine.
10. Upon return of the completed consent forms, Employee Health will distribute the appropriate number of badge pins for visual confirmation of compliance.

For more information on seasonal influenza and the vaccine, please visit www.cdc.gov/flu
For additional resources or questions please contact Leslie at laharg3@uky.edu or 859-218-3257.