



# Keep your vaccines heal+hy

## When ordering

- \* Order when you have two to four weeks' worth of stock left
- \* You can make weekly orders, so it's best to order smaller amounts regularly
- \* Some vaccines come in multidose packs – check you order the correct number of doses
- \* Check Vaccine Update newsletter for latest information

## When receiving your order

- \* Check your delivery is correct and undamaged before you sign for it
- \* Refrigerate the stock as soon as you have checked it off against the order
- \* Do not over fill the fridge as this restricts the airflow
- \* Ensure the shortest-dated stock is placed at the front of the fridge

## When stocking your fridge

- \* Check expiry dates regularly – never use out of date vaccine
- \* Keep vaccines in their original packaging in the main part of the fridge, not in drawers
- \* Keep your fridge door locked at all times
- \* Keep the opening of the fridge door to a minimum
- \* Use a maximum-minimum thermometer and keep a daily record of the temperatures
- \* Have back-up storage for your vaccines in case of power failure
- \* Position the fridge away from heat sources and mark or tape the fridge plug to avoid it being turned off accidentally
- \* See Chapter 3 of the Green Book for more information

