

Best Practices for Labeling Vaccine

4/1/2021

Immunization best practices recommend that the same person who draws up the vaccine administers gives the vaccine. However, at mass vaccination events, providers may need to have separate teams preparing and administering vaccines to maintain supply. When using different teams of people to draw up and administer vaccine, you must have a standard operating protocol in place that details how the specific elements of vaccine administration will be implemented in a manner that prevents errors.

All vaccinators must demonstrate that they have written procedures in place to ensure that vaccine is given using the seven rights of vaccine administration. Vaccinators should be able to verify the following:

- Right patient
- Right vaccine/diluent
- Right site
- Right dose
- Right time
- Right route
- Right documentation

Anyone authorized to administer vaccine must be confident that they are administering the vaccine safely, including being able to verify the contents of the syringe. Every vaccinator should be properly trained on the standard operating protocol at your site. Every staff person should know who to ask about concerns that arise during their shift.

For mass vaccination sites administering only one COVID-19 vaccine product

When COVID-19 vaccines are not being prepared immediately before administration (i.e., more than one dose is being drawn at once), vaccinators should appropriately label both the container holding the pre-drawn syringes and each individual syringe.

A container (e.g., tray, box, bag) should contain only one vial and optimally be labeled with:

- Quantity of syringes
- Name and amount of vaccine
- Lot number

- The exact beyond-use date and time (e.g., “use by 12 p.m.,” not the number of hours)
- Initials of preparer(s)

Each syringe should be labeled with:

- Name and amount of vaccine
- Lot number
- The exact beyond-use date and time (e.g., “use by 12 p.m.,” not the number of hours)
- Initials of preparer(s)

Each vaccinator should get one container of vaccine at a time, and use it completely before getting more vaccine. In addition, it is important to have a procedure in place to ensure syringes first prepared are first used, because of the use times associated with these vaccines.

Note: If you choose not to label individual syringes, know that this is a deviation from published best practices and is not recommended by MDH at this time. It is never acceptable to forgo labeling each syringe at any site that has more than one vaccine product.

For off-site administration, such as small group homes or homebound settings

If leaving the facility where the syringes were drawn to transport them to another facility, include a contact number for questions in addition to labeling each syringe. Syringes can be easily separated from the labeled container.



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