

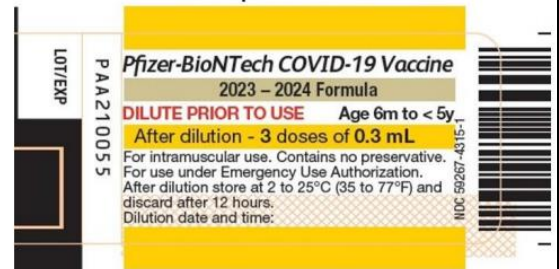
# Vaccine Administration Checklist

California COVID-19 Vaccination Program



Use this guidance to help ensure patients receive sufficient protection after vaccination and to minimize revaccination efforts due to administration errors. Ensure check-in staff and vaccinators are properly trained on [COVID-19 vaccine timing by age](#); ensure vaccinators are properly [trained on any products](#) your site will administer—paying extra attention to dilution of Pfizer vaccine. **In the event of errors:** Use guidance in [CDC's Vaccine Administration Errors & Deviations](#) to determine if revaccination is recommended and report the error.

0	<b>Screen recipients carefully and schedule appointments based on eligibility and age at date of vaccination.</b>	Check-In Staff
	<ul style="list-style-type: none"><li>COVID-19 vaccine dosages are based on age at date of vaccination—not size or weight.</li><li>Vaccine products may require different numbers of doses and may differ for those moderately or severely immunocompromised and by age; refer to EUA fact sheets or package inserts by product on <a href="#">COVID-19 Vaccine Resources</a>.</li><li><b>For subsequent doses:</b> Check My Turn, CAIR, or your EHR to confirm product your patient previously received AND timing of next dose; administration at an incorrect interval may require revaccination.</li><li><b>4-Day grace period:</b> Doses administered up to 4 days before the minimum interval, known as the 4-day grace period, are considered valid.</li><li><b>Interchangeability of COVID-19 vaccine products:</b> Administer all doses using vaccines from the same manufacturer for children 6 months to 4 years and people who are immunocompromised. See <a href="#">Interchangeability of COVID-19 Vaccines</a> for details.</li><li><b>Transitioning from a younger to older age group:</b> Patients should receive the recommended age-appropriate vaccine product and dosage based on their age on the day of vaccination. CDC does allow alternative dosing for children <a href="#">transitioning from a younger to older age group</a>.</li></ul>	
1	<b>Carefully check the vaccine vial label against the prescribed vaccine in My Turn or your EHR.</b>	Vaccinators
	Administering the wrong formulation may result in a lower-than-authorized dosage and insufficient protection. <ul style="list-style-type: none"><li><b>Read vial labels carefully. Do not rely on cap colors.</b></li></ul>	
2	<b>Always check expiration date before preparation and administration.</b>	Vaccinators
	Administration of expired vaccine may require revaccination. (See <a href="#">CDC's Vaccine Administration Errors &amp; Deviations</a> .) <ul style="list-style-type: none"><li>For questions locating the expiration date by product, see <a href="#">COVID-19 Vaccine Product Guide</a>.</li></ul>	
3	<b>Always check beyond-use limits before preparation and administration.</b>	Vaccinators
	Administration of vaccine past beyond-use limits may require revaccination. See <a href="#">COVID-19 Vaccine Product Guide</a> or <a href="#">EUA Fact Sheets</a> for limits by product.	

	<ul style="list-style-type: none"> <li>For <i>unpunctured vials</i>: Don't prepare or administer vaccine past the limits on the beyond-use tracking label your vaccine coordinator may have applied to the carton.</li> <li>For <i>punctured vials</i>: Double check the first-puncture date/time vaccinators have written on the label; use by the limit printed on the vial label then discard.</li> </ul>	
<b>4</b>	<b>Prepare vaccine according to the manufacturer fact sheet.</b>	<b>Vaccinators</b>
	<p>Prepare vaccines just before administration and in a designated area to avoid contamination.</p> <ul style="list-style-type: none"> <li>Thaw vials for the day based on number of scheduled appointments and doses/vial. Do not refreeze vaccine.</li> <li>Return vaccine product to storage before administration to minimize time exposed to ambient temperatures.</li> <li>COVID-19 vaccines may be administered without regard to timing of other vaccines; <a href="#">if coadministering with routine vaccines</a>, prepare one vaccine at a time then label and organize to prevent mix ups.</li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">COVID-19 Vaccine Resources</a> (provider letters, fact sheets, &amp; package inserts by vaccine product)</li> </ul> <p>For a chart of thaw times, dosing volume, expiration dates &amp; use-by limits by product:</p> <ul style="list-style-type: none"> <li><a href="#">COVID-19 Vaccine Product Guide</a></li> </ul>
<b>5</b>	<b>Carefully reconstitute Pfizer COVID-19 Vaccine Infant/Toddler following manufacturer fact sheet.</b>	<b>Vaccinators</b>
	<p>If too much diluent is added, doses may be insufficient. Make sure diluent is used to prevent higher-than-authorized doses.</p> <ul style="list-style-type: none"> <li><b>Do not dilute Pfizer 5-11Y or Comirnaty formulations.</b></li> <li>Double check vaccine and diluent labels.</li> <li>ONLY use sterile 0.9% Sodium Chloride Injection, USP.</li> <li>Use one diluent vial to dilute one vaccine vial then discard remaining diluent.</li> <li>Record dilution date/time on vaccine vial label.</li> </ul>	<p>Pfizer-BioNTech COVID-19 Vaccine (2023-2024 Formula) Ages 6 months through 4 years Multiple Dose Vials</p> 
<b>6</b>	<b>Select the correct needle for vaccine administration.</b>	<b>Vaccinators</b>
	<p>Use clinical judgment to <a href="#">adjust length and gauge</a> based on age, weight, gender, and injection site.</p> <ul style="list-style-type: none"> <li>Use the same needle to withdraw and administer vaccine.</li> <li>Due to risk of contamination, DO NOT leave a needle inserted into a vial stopper for multiple uses, reuse syringes or needles, or use vial adaptors or spikes to extract doses.</li> </ul>	
<b>7</b>	<b>Withdraw the correct vaccine volume.</b>	<b>Vaccinators</b>
	<p>Double check volume for product &amp; dose. Once a multi-dose vial is punctured, label with puncture date/time.</p> <ul style="list-style-type: none"> <li>Dosing volume may vary by age; see <a href="#">COVID-19 Vaccine Product Guide</a>.</li> <li>Discard single-dose vials after one use.</li> <li>Excess volume should not be used to administer an additional dose. Additionally, never combine partial doses from multiple vials to make one dose for a patient.</li> <li><b>Moderna 6M-11Y</b>: Single vial contains notably more than 0.25 mL of the vaccine; discard the vial and excess volume after extracting a single 0.25mL dose. (See <a href="#">FDA guidance</a>.)</li> <li><b>Pfizer 6M-4Y</b>: Do not draw more than 3 doses from vial.</li> </ul>	

<b>8</b>	<b>Don't exceed the number of doses in the fact sheet.</b>	<b>Vaccinators</b>
	<p>Residual or excess volumes may not provide sufficient protection. Fact sheets supersede label, carton and package insert.</p> <ul style="list-style-type: none"> <li>• <b>Pfizer 6M-4Y and Novavax formulations:</b> Tally doses used on the vial label to ensure you don't administer more than the recommended doses.</li> </ul>	
<b>9</b>	<b>Follow consistent protocols if prefilling syringes for pharmacies or vaccination clinics.</b>	<b>Vaccinators</b>
	<p>Consider dedicating a team to dispense prefilled, labeled syringes for daily vaccination clinics, and implementing an independent double check of the dilution process. Carefully follow manufacturer guidance.</p> <ul style="list-style-type: none"> <li>• Remove one syringe at a time from wrapper, prefill syringe, and label before proceeding to the next.</li> <li>• Each person administering vaccines should draw up no more than one MDV (Pfizer or Novavax MDV) at one time.</li> <li>• Predraw reconstituted vaccine into a syringe only when you are ready to administer it.</li> <li>• If predrawn vaccine is not used within 30 minutes of being reconstituted, follow use-by limits &amp; discard.</li> <li>• Avoid pre-drawing of single dose vials.</li> </ul>	
<b>10</b>	<b>Administer vaccines in the correct site and route.</b>	<b>Vaccinators</b>
	<ul style="list-style-type: none"> <li>• All COVID vaccines are administered via intramuscular injection.</li> <li>• <b>For 6 months through 2 years:</b> The injection site is the vastus lateralis in the anterolateral thigh.</li> <li>• <b>For 3 years and older:</b> The injection site is the deltoid muscle.</li> <li>• For coadministration, see <a href="#">illustrated guidance</a>.</li> </ul>	
<b>11</b>	<b>Administer vaccine according to the manufacturer fact sheet.</b>	<b>Vaccinators</b>
	<p>Confirm with recipient (or parent/guardian) which vaccine product and dose you are administering.</p> <ul style="list-style-type: none"> <li>• Providers are required by law to provide <a href="#">EUA fact sheets</a> to vaccine recipients or their caregivers for all uses of Novavax and when Moderna or Pfizer vaccines are given to children 6 months through 11 years of age. For recipients who are 12 or older receiving Pfizer or Moderna vaccine, a provider should use the <a href="#">COVID-19 Vaccine Information Statement (VIS)</a>. (See <a href="#">CDC Vaccine Information Statements</a>.)</li> <li>• Consider observing all vaccine recipients for 15 mins after vaccination for syncope (30 mins for medical histories including (a) an allergy-related contraindication to a different type of COVID-19 vaccine; (b) a non-severe, immediate (onset within 4 hours) allergic reaction after a previous dose of COVID-19 vaccine; or (c) anaphylaxis after non-COVID-19 vaccines or injectable therapies. (See <a href="#">CDC guidance</a>.)</li> <li>• Document administration data in My Turn or EHR connected to your local CAIR registry (CAIR2/RIDE).</li> <li>• Schedule next appointment for additional doses as authorized and recommended before they leave.</li> <li>• Encourage patients to access their <a href="#">Digital Vaccination Record (DVR)</a>.</li> </ul>	