

Figure 5.11 Immunization session checklist

Before the immunization session	For selected clients attending the immunization session	After the immunization session
DID YOU: Y N CHECK if sufficient quantities of vaccines and diluents are available for the session? CHECK vials for the following and take appropriate action: Y N Expiry dates? Y N Open vial dates? Y N VVM status? Y N Freezing status? Y N PLACE vials in the appropriate place in the immunization area? ENSURE sufficient supplies are available for the session including: Y N Auto-disable (AD) syringes? Y N Reconstitution syringes? Y N Safety box? Y N AEFI kit? Y N Immunization register? Y N Immunization tally sheets? Y N Blank immunization cards? Y N WASH your hands with soap?	DID YOU: Y N GREET the client and caregiver? Y N REVIEW the client's immunization card? Y N DETERMINE eligible vaccinations based on the national schedule, client's age and possible contraindications? Y N RECONSTITUTE each vaccine with its matched diluent (for lyophilized vaccines)? Y N FILL syringes just before administration using aseptic technique? Y N ADMINISTER each vaccine according to recommended technique and correct injection site? Y N IMMEDIATELY DISPOSE needles/AD syringes in safety boxes after each injection? Y N RECORD all vaccinations in register, tally sheet and immunization card? Y N COMMUNICATE key messages, including potential AEFIs and date of next visit?	DID YOU: Y N CORRECTLY ASSESS if open vials can be used in the next session in accordance with national multi-dose vial policy? Y N DISCARD open vials that should not be used? Y N RECORD date of opening on vials that can be used and PLACE them in the "use first" box in the refrigerator? Y N RETURN unopened vials to the refrigerator? Y N COMPLETE session summary report? Y N LIST the names of children who missed vaccination and require follow up? Y N HANDLE full safety boxes correctly? Y N TAKE appropriate action to ensure sufficient vaccine stock for the next session? Y N INFORM COMMUNITY of date and time of next session?