

## **Pennsylvania Immunization Program Vaccine Administration & Documentation**

During all visits, patients should have their immunization history reviewed to assess for current needs. When a patient is due for immunizations the provider should:

- Screen for contraindications to recommended vaccines;
- Educate patients regarding what vaccines are due for administration and answer any questions that the patient may have;
- During education, the provider should give a current Vaccine Information Statement ([VIS](#)) for any and all vaccines the patient might receive;
- Until a COVID-19 Vaccine Information Statement (VIS) becomes available, provide information prior to vaccination as follows: EUA Fact Sheet for Recipients, Emergency Use Instructions (EUI), or BLA package insert, as applicable. Providers can then prepare the vaccines. This should be done ensuring proper supplies are on hand, expiration dates have not passed, and if needed proper diluent is used.

All immunizations should then be administered and documented as required by law in the patient's record. These records may be maintained on paper or electronically. All vaccines supplied by the Pennsylvania Immunization Program must also be documented in PIERS. Requirements as outlined in the [National Childhood Vaccine Injury Act \(NCVIA\)](#) for documentation include:

- Date of vaccine administration;
- Vaccine manufacturer;
- Vaccine lot number;
- Name and title of person administering vaccine;
- Address of the facility where the permanent record will reside, and
- [VIS](#) date printed, and date provided to the patient or parent/guardian.

### **VAERS**

The Vaccine Adverse Event Reporting System (VAERS) is a national program managed by the federal Centers for Disease Control and Prevention and the Food and Drug Administration to monitor the safety of all vaccines licensed in the U.S. It provides a nationwide system for reporting, analyzing, and publishing information on adverse events related to vaccines. Providers are required to submit VAERS reports regarding any adverse reaction following vaccine administration. VAERS reports can be submitted online at <https://vaers.hhs.gov/index> or by calling directly at 1-800-822-7967.

### **Borrowing**

Bidirectional, dose-for-dose borrowing between private and VFC stock is permitted on a limited basis. Vaccine borrowing is only allowable when there are unforeseen delays or circumstances in vaccine supply, and it will not impact a VFC-eligible child's ability to receive vaccine. The Pennsylvania Immunization Program's expectation is that vaccine borrowing will be rare because provider locations should maintain adequate inventories of vaccine for both privately insured and VFC-eligible children. VFC vaccines should never be used as a continuous replacement system for a provider location's privately purchased vaccine inventory.

Borrowing is approved only for instances when:

- There is a lack of vaccine stock because of delayed or spoiled shipments. This bidirectional borrowing does not apply to influenza vaccine.
- Vaccine will expire soon and will be lost if not used. Provider locations with a small privately insured patient population can use this option to administer short-dated, privately purchased vaccine to a VFC-eligible child and replace it with a longer-dated, VFC dose.
- New staff calculated ordering intervals incorrectly, leading to a lack of either private or public vaccine stock. In those instances, corrective action should be taken, and education given to ensure proper ordering occurs moving forward.
- VFC seasonal influenza vaccine stock is not yet available. Provider locations may use private stock, seasonal influenza vaccine for VFC-eligible children and replace it when VFC vaccine becomes available. This one-directional borrowing is unique to seasonal influenza vaccine.

Hosting temporary, mobile, off-site, satellite and community vaccination clinics without appropriate amounts of public and private vaccine does not qualify for borrowing.

### **Vaccine Borrowing Report**

A Vaccine Borrowing Report must be completed when either:

- Privately purchased vaccine is administered to a VFC-eligible child, or
- VFC vaccine is administered to a privately insured child.

The Vaccine Borrowing Report form can be found on the VFC Resources and Forms webpage <https://prdhealth.pwpc.pa.gov/topics/programs/immunizations/Pages/VFC-Resources.aspx>.

Borrowed doses must be repaid (dose for dose) within one month and/or after 5 doses borrowed and administered to the appropriate population (i.e., if VFC vaccine is borrowed for a privately insured patient and then repaid to VFC inventory, the repaid dose must be administered to a VFC-eligible child).