

Guidance to Support Pharmacies in Providing Safe Vaccination Services Offsite from the Pharmacy Premises

Addendum to the PSI's Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses.

Pharmaceutical Society of Ireland

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1. Purpose of this Guidance

The purpose of this guidance is to support those who have governance responsibilities for pharmacies, in providing a safe vaccination service on behalf of the pharmacy, at a suitable and appropriate place, offsite from the registered pharmacy premises.

Currently, such offsite arrangements can apply to pharmacy vaccination services for COVID-19 and influenza.

2. Introduction

While a range of vaccination services are available onsite in many pharmacies, the extension of some services to offsite locations can increase vaccine access and uptake. Improved access can help protect those most vulnerable to infection, increase immunity levels in the community, and can mitigate the impact on healthcare services during periods of pressure, such as the winter flu season.

Offsite pharmacy vaccination services enable pharmacies to provide vaccination services to a greater number of patients by providing greater flexibility for service planning.

3. Legislation authorising the provision of offsite vaccination service

Regulations 4B and 4F of The Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended) (“the regulations”) enable appropriately trained pharmacists to provide COVID-19 and influenza vaccination services offsite from the pharmacy at any suitable and appropriate place having regard to the public convenience and the need to protect the health and safety of the public.

Regulation 4F of the regulations also allows individual pharmacists to provide COVID-19 and influenza vaccinations when working directly for the HSE vaccination programme (for example, when working at HSE-led centre). However, this type of vaccination will not be covered within the scope of this guidance, which specifically relates to pharmacists providing vaccination services on behalf of a retail pharmacy business. Examples of which may involve the pharmacy visiting a school or community hall to vaccinate.

4. Requirements when Implementing a Vaccination Service

It is the responsibility of those in pharmacy governance roles to ensure any provision of vaccination services by the pharmacy at a location other than the registered retail pharmacy premises, complies with all aspects of the relevant legislation and guidance.

Where a pharmacy already provides a vaccination service, the requirements for offsite vaccination will be equivalent to those conducted from the pharmacy premises, for example, the equipment needed, the training requirements for the vaccinating pharmacist, the required patient

consultation, vaccine administration and record keeping requirements. These requirements are outlined in the *PSI Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses*, and in the additional guidance references referred to therein. However, when providing an offsite vaccination service, there will also be some additional considerations which will be covered in more detail in this guidance.

5. Additional Considerations when Implementing a Vaccination Service Offsite from the Pharmacy Premises

5.1 Planning for a Vaccination Service Offsite from the Pharmacy Premises

A pharmacy providing vaccination services for COVID-19 and/or influenza may decide to provide their service at an offsite location for a range of reasons, including convenience for patients and the public, or to have better space to manage larger volumes of patients. Those in governance roles at the pharmacy will be responsible for planning and preparing for the offsite service and ensuring it will be a suitable and appropriate place, in accordance with the regulations.

Plans must be developed to ensure that patients and members of the public availing of the service at an offsite location are aware of the pharmacy responsible for the service provision, and the name and registration of the pharmacy and vaccinating pharmacist(s) must be conspicuously displayed at the off-site location for the duration of vaccination activity.

Where a pharmacy is part of a chain or symbol group, any offsite vaccination services they provide must be provided by an individual pharmacy within that chain or group, and not the corporation as a whole. This ensures appropriate accountability and governance.

Where a locum pharmacist is employed by a retail pharmacy business specifically to provide an offsite vaccination service, the superintendent pharmacist is responsible for ensuring that the locum pharmacist has completed all the required training and is competent to provide the service in line with the pharmacy's policies and procedures.

Prior to providing a vaccination service at an offsite location, the superintendent pharmacist must ensure a robust risk assessment has been undertaken to assess whether the location is a suitable and appropriate place in accordance with the regulations. This should include consideration as to any additional challenges or risks which may arise, and the necessary mitigations.

When planning an offsite service, it may be helpful to refer to the patient cohorts recommended for vaccination by the HSE. Where possible, consideration should be given to increasing access for these groups. For more information please see:

- [HSE's Seasonal Vaccination Programme](#)
- [NIO Immunisation Bulletins](#)

Other aspects to consider will be the date and times during with the offsite service will be available, and the suitability and accessibility of the location for all patient cohorts.

When planning a vaccination service offsite from the pharmacy premises the superintendent pharmacist and all those involved in delivering the service must ensure the same high standards of patient safety and quality service are provided, as would be the case with services provided at the pharmacy premises.

Pharmacy owners must ensure that appropriate professional and public indemnity arrangements are in place for the provision of this service at the chosen location.

When vaccinating offsite, pharmacy teams may wish to consider giving patients specified appointment times, to ensure safe patient flow can be maintained, and to adequately inform patients of what to expect before they attend for their vaccination. The use of an appointment system also helps with planning how many vaccines will be needed as well as the required amount of adrenaline (epinephrine) in case of an anaphylactic reaction.

The way in which the required patient consultation and documentation will be conducted at the offsite location should be considered, and this should be factored into the time intervals provided per vaccination. Assessing the need for IT and internet connectivity may be necessary.

If an offsite pharmacy service intends to administer more than one type and/or brand of vaccine from the offsite location, it will be essential that those in governance roles assess the risks and implement any required safety measures.

For example, vaccine stock must be stored so that the different types and/or brands are clearly segregated either by shelf or if an additional fridge is available, in separate fridges. All vaccinating pharmacists must be alerted that more than one type and/or brand is on site.

See **Checklist 5.1** for further considerations to help you plan your service (**Appendix A**).

5.2 Choosing a Suitable Location and Vaccination Services Area

The regulations permit COVID-19 and influenza vaccinations to be supplied and administered by a pharmacist from a pharmacy or any suitable and appropriate place, having regard to public convenience and the need to protect the health and safety of the public and safely administer the product. The superintendent pharmacist should therefore identify an offsite location that is suitable, appropriate and convenient for the patient cohort who will be vaccinated and which will facilitate safe and effective delivery of the service. As the service will be provided on behalf of the pharmacy, it is important to ensure that the offsite vaccination services area will facilitate the same level of professional service as that provided at the pharmacy premises.

Within the chosen offsite location, an area should be set aside that has both visual and auditory privacy for the administration of the vaccine. This area should meet the requirements for a 'vaccination services area' (as relevant to offsite vaccination) set out in the PSI's Vaccination Guidance.

When deciding on the location and vaccination services area at the offsite location, the patient's privacy and dignity must be considered, as well as the need to ensure that confidential and personal information cannot be overheard or seen by others.

The superintendent pharmacist should conduct a thorough risk assessment of the offsite service prior to commencement, and this should details of any necessary mitigations to avoid identified risks.

Some potential locations where pharmacists may wish to provide offsite vaccination include:

- A community centre, parish or church hall or sports centre
- A residential care home or day care facility

- A school or other childcare facility¹ (please refer to **Checklist 6.2 (Appendix A)** of this guidance document, and the PSI's *Guidance on the Provision of an Influenza Vaccination Service for Children Aged 6 Months and Older*, for further guidance for this cohort)
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- A business premises
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The examples provided above are not an exhaustive list and any potential offsite location should be viewed in the context of any current public health advice.

In all cases where a pharmacy is providing offsite vaccination services, the patients and members of public (and where relevant their parents or carers) availing of the service must be made aware that the service is being provided by the named pharmacy.

See **Checklist 5.2** for further considerations to help you to decide on an appropriate location (**Appendix A**).

5.3 Governance and Staffing

As with all vaccination services provided at or on behalf of a pharmacy, it is important that robust documented policies and procedures are in place for all aspects of offsite vaccination services to ensure it is provided safely and in compliance with legislation and guidance. Where a pharmacy already provides a pharmacy-based vaccination service, existing procedures may be adapted to include offsite provision at the new location (with the addition of any extra measures needed to ensure the safety of patients and staff in line with current public health advice).

For oversight of the service at the offsite location, it will generally be necessary to have additional members of staff assisting the vaccinating pharmacist(s) for example, someone should be available to greet and register patients on arrival and direct patients where to go. The number of staff needed will depend on the size of the venue, and the number of people the pharmacy intends to vaccinate.

Assigning a lead service coordinator, as well as designating clear roles and responsibilities to all members of the team in advance will assist with the smooth and safe management of the service and will help provide accountability.

When a patient is attending an offsite vaccination service, the name and registration number of the specific pharmacy which is providing the service should be clearly displayed, along with the vaccinating pharmacist's name and registration number.

Pharmacists providing offsite vaccination services on behalf of the pharmacy should ensure that their period of duty has been recorded in the pharmacy's duty register, along with an annotation outlining the offsite location and the relevant times.

Patients should be informed that they can contact the pharmacy directly if they have any follow up questions or concerns following vaccination.

Staff members and those managing the service should be clearly identifiable to patients on arrival and a record of staff on duty should be maintained.

Staff and patients should be encouraged to provide feedback on the provision of the service. All concerns or queries should be addressed, and the superintendent pharmacist should ensure that relevant procedures are regularly reviewed and updated following feedback from staff and patients, to continually improve the quality and safety of the service.

See **Checklist 5.3** for further considerations to help you when putting governance arrangements in place and planning for additional staff (**Appendix A**).

5.4 Training

The same training requirements for pharmacists apply when providing a vaccination service at locations offsite from the pharmacy premises as those carried out in the pharmacy. Current training requirements are set out on the PSI website.

Vaccinating pharmacists and all other staff members involved in the provision of a vaccination service must also be trained on the pharmacy's policies and procedures regarding the operation of this service at the chosen location.

See **Checklist 5.4** for further considerations to help ensure that all members of staff are appropriately trained (**Appendix A**).

5.5 Equipment and Facilities, and Medicines Management

The PSI's Vaccination Guidance sets out the equipment required for a vaccination service on a pharmacy premises. These requirements must also be met when the pharmacy's vaccination service is provided offsite.

Where the service is being provided in connection with the HSE immunisation programme, the HSE Operational Guidance for Vaccination in Community Pharmacy should also be followed. Consideration should be given to the appropriate number of sharps bins and clinical waste bins that will be needed for the scale of service being provided, and a protocol should be in place for the safe and secure transport of these to and from the vaccination site. An exemption under the regulations for the carriage of dangerous goods is provided for pharmacists when carrying clinical waste for a vaccination service, in their private vehicles.

To avail of this exemption, measures must be taken to prevent any leakage of contents under normal conditions of carriage¹.

When providing a vaccination service at a location offsite from the pharmacy, particular consideration must be given to the safe and secure transfer of vaccine stock, adrenaline

(epinephrine), equipment, records and consumables from the pharmacy to the location, storage at the location, and return to the pharmacy. The safe handling of medicines and records, must remain under the control of the pharmacist at all times.

Arrangements must be in place to allow compliance with the Falsified Medicines Directive for any vaccines supplied or administered at the offsite location.

Pharmacists providing the offsite service must ensure the handling, storage and transportation of vaccines is safe and in accordance with the manufacturer's instructions (as set out in the product's Summary of Product Characteristics (SmPC) or Package leaflet (PL)), and that the cold chain is maintained as required. This includes transport of the vaccines from the pharmacy to the chosen site, while at the chosen site, and then for any excess vaccines to be returned to the pharmacy.

The HSE has published [Guidelines for maintenance of cold-chain in vaccine fridges and management of vaccine stock](#) and [Guidelines for maintaining the vaccine cold-chain in vaccine cool boxes](#). A procedure must be drawn up and followed based on this guidance, as relevant to the provision of the service at the chosen location.

As set out in the HSE Guidelines: If there are any unused vaccines remaining at the end of a vaccination session, providing that the cold chain has been maintained, the vaccines can be returned to the vaccine fridge. They must be marked and should be used first on their next vaccination session.

It should also be noted that the HSE guidelines state: SOPs should allocate overall responsibility for cold chain management to a designated person(s). However, each vaccinator is responsible for ensuring that the vaccines they administer have been correctly stored and are in date.

The HSE have also produced an e-learning training module to update and train staff involved in handling vaccines, which is available to all pharmacists on HSEland (www.hseland.ie/dash/Account/Login).

1 Further information can be found in: [ADR Carriage of Dangerous Goods by Road: A Guide for Business](#)

2 Suggested Anaphylaxis Kit is provided in the Chapter on Anaphylaxis; [NIAC Immunisation Guidelines: Anaphylaxis](#)

Adequate vaccine stock and adrenaline (epinephrine) must be available at the offsite location. An anaphylaxis kit² containing adrenaline (epinephrine) must be stored securely at the offsite location, but also readily available if needed in an emergency.

Arrangements should be in place to ensure that any necessary post-vaccination observation can be facilitated, and a designated area must also be available should an adverse event occur post injection, particularly an event which requires the administration of adrenaline (epinephrine) or the provision of basic life support.

See **Checklist 5.5** for further considerations to help you manage medicines and decide on what equipment and facilities are needed at your chosen location (**Appendix A**).

5.6 Infection Prevention and Control

When preparing a vaccination services area in a location offsite from the pharmacy, it is necessary to ensure the area meets the same standard of infection prevention and control as the vaccination area in the pharmacy. This should be based on routinely applying basic infection prevention and control strategies, to minimise risk to both patients and staff. In particular, hand hygiene, respiratory hygiene and cough etiquette, appropriate use of personal protective equipment, regular cleaning, and safe handling and disposal of sharps³.

See **Checklist 5.6** for further considerations in relation to infection prevention and control (**Appendix A**).

6. Carrying out the Vaccination Service

Due to the potential to vaccinate many more patients per day at an offsite location, it is essential that robust and accurate information management is in place. In particular, ensuring the correct information/patient record is reviewed and updated for the correct patient.

The section on patient consultations in the PSI's Vaccination Guidance should be read and applied in the context of providing a vaccination service at the chosen location. This includes, prior to vaccination, carrying out a documented risk assessment of the patient's suitability for vaccination and ensuring that the precautions and contraindications, provided in the Immunisation Guidelines for Ireland and specified in the Summary of Product Characteristics (SmPC) of the vaccine, are appropriately addressed⁴.

The patient consultation must be carried out in an appropriate area of the offsite vaccination. Alternatively, the patient consultation can be carried out in advance (with their consent) by telephone, online or using other eHealth measures such as video consultation.

If the patient consultation has been carried out in advance (including providing consent for the vaccination and the recording and keeping of data), when the patient attends for vaccination, the pharmacist must confirm that:

- the information they have in front of them relates to the correct patient,

- the patient has read all relevant information about the vaccine (that should have been provided to them to ensure informed consent),

- the patient has the opportunity to ask any questions, and

- the patient (or the parent of a patient aged under 16) confirms consent for the vaccine verbally, prior to vaccination. Alternatively,

³ National Clinical Guidelines: Infection Prevention and Control (IPC)

⁴ In some circumstances, advice in the SmPC may differ from the Immunisation Guidelines for Ireland. When this occurs, the recommendations in the Immunisation Guidelines for Ireland, which are based on current expert advice, should be followed.

where the patient is unable to provide consent, their will and preference has been established and the administration is for their benefit.

If vaccinating a child under 16, the parent or legal guardian must provide informed consent on the child's behalf. The parent or guardian must also be present at all times during vaccination, except when administering a LAIV (Live Attenuated Influenza Vaccine) nasal influenza vaccine as part of the HSE vaccination programme in a school setting.

See **Checklist 6.2** for considerations in relation to the administration of the LAIV nasal influenza vaccine in a school setting (**Appendix A**).

It is recommended to carry out practice runs prior to the start of the offsite vaccination service.

Practice runs help to ensure that pharmacists are familiar with all aspects of delivering the service in the specific environment, for example, setting up the vaccination services area, proper storage and handling of the vaccines and anaphylaxis kit, patient flow through the service and procedure to be followed in the event of an emergency etc.

Support staff should also carry out practice runs to ensure that they are clear on how the service will operate and ensure that current public health advice is followed.

See **Checklist 6** for further considerations in relation to the patient consultation and recommended practice runs (**Appendix A**).

6.1 Safe Management of Medicines, Records and Waste

All medicines (vaccines and those in the anaphylaxis kit), sharps, clinical waste and patient records must be kept under the direct supervision of the pharmacist at all times during transfer to and storage at the offsite vaccination location, and when being removed and returned to the pharmacy at the end of the service for appropriate storage or disposal.

The legal requirements for record keeping and notification to the HSE following administration of a vaccination, are the same whether the pharmacy is vaccinating offsite from the pharmacy premises or on the pharmacy premises. These requirements are set out in the PSI Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses. At all times patient information must be kept secure and in line with Data Protection legislation, so that confidentiality can be assured.

See **Checklist 6.1** for considerations in relation to the management of patient information, medicines and waste (**Appendix A**).

Appendix A: Checklist

This checklist provides points for consideration to help you plan and carry out your vaccination service.

5.1 Planning for a Vaccination Service Offsite from the Pharmacy Premises

- Ensure the vaccination service will be provided by a trained pharmacist in connection with a named registered retail pharmacy business.

- Consider the needs of your patients and the local community when deciding on which vaccinations will be offered, opening hours of the service, the location of the service, including access for those with disabilities, mobility issues or those who may not have access to transport.

- Consider the additional safety processes that need to be implemented if providing more than one type and/or brand of vaccine from the offsite location.

- Contact your indemnity provider to ensure that provision of this service is fully covered, including the vaccinating pharmacist and support staff.

- Consider the public liability indemnity arrangements in place at the chosen vaccination site.

- Consider taking bookings for the service and providing appointment times to ensure patients are adequately informed and safe patient flow can be maintained.

- Read and consider how the requirements set out in the following guidance will be met:
 - *Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses (September 2023)*
 - *Guidance on the Provision of an Influenza Vaccination Service for Children Aged 6 Months and Older (September 2023)*
 - *HSE National Vaccination Programme – Community Pharmacy: Operational Guidance for Vaccination in Community Pharmacy*

- Some further considerations:
 - How many people do you estimate can be vaccinated in the allocated time?
 - Do you have sufficient adrenaline (epinephrine) on hand to enable the planned rate of vaccinations, in line with the recommendations set out in the Anaphylaxis chapter of the [Immunisation Guidelines for Ireland](#)?
 - How will patient flow be managed to ensure movement through the relevant parts of the service as efficiently as possible? (For example, using signage and members of staff to help guide people).
 - Is there availability of recommended personal protective equipment for all vaccinating pharmacists and staff members relevant to their roles and the chosen location of the service?
 - How will confidentiality be maintained, including visual and auditory privacy?
 - How can you work with other local healthcare professionals to increase access to vaccination, especially for those people in the HSE ‘at-risk groups’?
 - How will patients be informed about this service, including information on how to book an appointment and what they can expect when they arrive for vaccination?

5.2 Choosing a Suitable Location and Vaccination Services Area

- When choosing a suitable location consider:
 - The size and layout needed for the number of people you intend to vaccinate (taking account of current public health advice).
 - The accessibility of the location for the patient group that will be using the service.
 - How you would implement recommended public health measures to help minimise the risk of and spread of infections.
 - The facilities and equipment that are available on-site. This should include equipment to maintain the cold-chain of vaccines as required in the products SmPC and set out in the HSE [Guidelines for maintenance of cold-chain in vaccine fridges and management of vaccine stock](#) and [Guidelines for maintaining the vaccine cold-chain in vaccine cool boxes](#).
 - The area that can be used as the vaccination services area. Will this meet the requirements set out in the PSI's Vaccination Guidance (as relevant to offsite vaccination)?
 - How you will ensure that the patient's privacy and dignity is respected, and that confidential and personal information cannot be overheard or seen by others.
 - The area for patients to wait before being vaccinated. Any potential queues must maintain recommended physical distancing (if required), or patients could be asked to wait in their cars, outside or at another location until called.
 - The area where patients can wait following their vaccination to be observed for adverse reactions. This could include the patient's car or elsewhere in the vicinity that provides for the recommended physical distancing (if required) if safe to do so, and they (or their parent/guardian) are given post vaccination advice and the vaccinated person is accompanied by an adult⁵.
 - The area where patients with urgent medical problems could be managed (e.g., fainting or anaphylaxis).
 - Patient flow, from arrival to departure.
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5 As set out in [NIAC's Immunisation Guidelines for Ireland](#)

5.3 Governance and Staffing

- Carry out a risk assessment on providing a vaccination service at the identified location and take actions where possible to mitigate identified risks. This should include appropriate transportation and storage of vaccines, the management of adverse events, infection prevention and control measures, fire safety and the overall safety of both patients and staff.

- Ensure up-to-date policies and procedures are in place for all aspects of the service so that it is provided safely and effectively and follows national public health advice.

- Ensure the name and registration number of the specific pharmacy which is providing the service is clearly displayed for all patients to see, along with the vaccinating pharmacist's name and registration number.

- Ensure that sufficient and appropriately trained staff are in place to run the vaccination service safely and to a high standard, taking into account the size and nature of the location, the number of people you intend to vaccinate and infection prevention and control.

- Actively encourage feedback on the quality and safety of the vaccination service from both patients and staff. Ensure all concerns and queries are addressed, and in response to these, that the service is reviewed and improvements made where necessary.

5.4 Training

- Ensure all vaccinating pharmacists meet the [PSI's training requirements](#) for providing a vaccination service, including having a valid CPR certificate.

- Ensure all vaccinating pharmacists and other staff members involved in the provision of the vaccination service are trained on the pharmacy's policies and procedures regarding the operation of this service at the chosen setting.

- Give an overview in advance to all vaccinating pharmacists and staff members on how the service will operate at the specific site.

5.5 Equipment and Facilities, and Medicines Management

- Ensure that all equipment required for a vaccination service on a pharmacy premises is available for staff at the offsite location, as set out in the PSI's Vaccination Guidance. In addition, you should also refer to the HSE Operational Guidance for Vaccination in Community Pharmacy. This should include equipment and facilities needed if a patient has an adverse event such as an anaphylactic reaction and needs CPR, adequate facilities for good hand hygiene, and items such as sharps bin and clinical waste bin etc.

- Ensure that there is adequate stock of both the vaccine and adrenaline (epinephrine) for the age and number of people you intend to vaccinate. Ensure that the adrenaline (epinephrine) is stored securely and yet readily available if needed in an emergency.

- Ensure the safe handling, storage and transportation of vaccines to and from the location, in accordance with HSE [Guidelines for maintenance of cold-chain in vaccine fridges and management of vaccine stock](#) and [Guidelines for maintaining the vaccine cold-chain in vaccine cool boxes](#), guidance and the manufacturer instructions, and that the cold chain is maintained as required.

- Ensure that all medicines are under the control of a pharmacist at all times.

- Designate, in writing, overall responsibility for cold chain management to an appropriate person(s) and confirm that each vaccinating pharmacist is aware that they are also responsible for ensuring the vaccines they administer have been correctly stored and are in date.

- Ensure that there are arrangements in place for the safe disposal of clinical waste and sharps, including transportation from the vaccination site back to the pharmacy for safe disposal.

- Consider what IT equipment will be required on site.

- Consider how you will make the necessary records for supply and administration of each vaccination (as set out in the PSI's Vaccination guidance) and how this information will be kept secure and confidential at all times, in line with Data Protection legislation.

5.6 Infection Prevention and Control

- Ensure that the chosen site is clean and complies with infection prevention and control best practices as per HSE and HPSC advice. This should include hand hygiene, respiratory hygiene and cough etiquette, appropriate use and provision of personal protective equipment, regular cleaning, and safe handling and disposal of sharps⁶.

- Make reasonable adjustments to ensure current public health advice on physical distancing is followed (if required), and where this is not possible, implement mitigating/control measures.

6 [National Clinical Guidelines: Infection Prevention and Control \(IPC\)](#)

6. Carrying out the Vaccination Service

- Where a patient consultation is carried out in advance (including providing consent both to the vaccination and the recording and keeping of data), ensure that when the patient attends for vaccination, that the pharmacist confirms that:
 - The patient records match the correct patient,
 - The patient has read all relevant information provided to them (to ensure informed consent),
 - Where the patient is a child, the parent or legal guardian has provided informed consent on their behalf,
 - The patient/parent or legal guardian, has the opportunity to ask any questions, and
 - The patient/parent or legal guardian, confirms their consent for the vaccine verbally, prior to vaccination, except when administering a LAIV nasal influenza vaccine in a school setting (See **Checklist 6.2** for considerations in relation to the administration of the LAIV nasal influenza vaccine in a school setting).

Carry out practice runs prior to the start of the service to ensure that:

- Pharmacists and other staff members are familiar with all aspects of delivering the service in the specific setting.
- There is a clear and appropriate patient journey from when they arrive at the vaccination site to when they leave.
- Administration of the vaccine can be carried out safely and all equipment is present and easily accessible for the pharmacist in the given space.
- The pharmacist and other staff members are prepared and ready to manage an anaphylactic reaction or other adverse reaction.
- The pharmacist and other staff members are clear on measures to minimise the risk of spread of any infections.

6.1 Safe Management of Medicines, Records and Waste

- Ensure that all medicines, sharps and clinical waste are removed from the location, returned to the pharmacy at the end of the service, and safely stored or disposed of as appropriate.
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- Ensure maintenance of vaccination records is to the same high standard as if the service were provided on the pharmacy premises.
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- Ensure patient information is kept secure and confidential at all times, in line with Data Protection legislation.
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7 Further information and a description of who can give consent for a child is provided in the [HSE National Consent Policy](#)

6.2 Administration of the LAIV nasal vaccine to children in a school setting

- When providing a school vaccination service to children using the LAIV nasal influenza vaccination, the following must be considered regarding patient consent:
 - In general, parents or guardians must be present when a vaccination is being administered to a child. However, an exemption to this is permitted when pharmacists are administering the LAIV nasal influenza vaccine to children in a school setting, and informed consent has been obtained from the parent or guardian in advance of the vaccination⁷.
 - Pharmacists must assure themselves that appropriate consent has been obtained, using relevant guidance, toolkits and templates provided by the [HSE](#) to support communication with schools, parents and guardians in advance of delivering a vaccination service in a school setting.
 - Pharmacists must inform parents and guardians that they can ask questions about the vaccine in advance, be present when the vaccine is being administered, and withdraw their consent at any time up to the vaccine being administered.
 - The behaviour and wellbeing of the child at the time of vaccine administration is important and should be considered, particularly if the child is not accompanied by a parent or guardian. Pharmacists should use their professional judgement to determine whether vaccination should proceed or whether postponement and/or provision under another service may be beneficial.
 - The pharmacist providing the vaccination service should be satisfied that the parent or guardian has provided informed consent.
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- Appropriate after care and follow up should be facilitated by the pharmacist administering the vaccination, including ensuring contact details for the pharmacy providing the vaccination service are provided to facilitate any queries before or after the vaccination.
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Questions or queries on this Guidance?

If you have questions or queries on this Guidance, please contact us at Info@PSI.ie