



## Administration of Drugs Including Vaccines Policy and Procedure Manual Content Template

The Practice Direction – Standard of Practice #5: Administration of Drugs including Vaccines states in Section 2.1.5 - *A pharmacist administering a drug, using an advanced method, or a vaccine regardless of the route of administration must ensure the pharmacy creates and maintains a policy and procedure manual that includes administration of drugs, including vaccines, and emergency response protocols. The purpose of this document is to describe the minimum content of the manual, for the administration of drugs and vaccines, and to provide a tool that a pharmacy may use in the development of the manual specific to that pharmacy.* This document is not an administration of drugs including vaccines policy and procedures manual; it is only a suggested template. Some information or links have been provided to help acquire the required information for this manual. The manual should be updated regularly to ensure informational content is current.

### Suggested Table of Contents for the Administration of Drugs including Vaccines Policy and Procedure Manual

#### Legislation and Regulations

1. [Practice Direction - Standard of Practice #5: Administration of Drugs including Vaccines](#)
2. [Regulations to the Pharmaceutical Act](#) - See sections 107-117
3. [Public Health Act](#) - See sections 57 to 59
4. [The Public Health Act Immunization Regulation](#) - See whole document
5. Schedule 2 of the Regulations - Vaccines That a Member May Administer as Part of a Provincial Program
  - human papillomavirus (HPV) vaccine
  - tetanus-diphtheria-acellular pertussis vaccine
  - pneumococcal polysaccharide (Pneu-P-23) vaccine
  - influenza vaccine
  - tetanus-diphtheria (Td) vaccine

#### Manitoba Immunization Program

See the Manitoba Health, Seniors and Active Living (MHSAL) Immunization (Vaccination) web page at <https://www.gov.mb.ca/health/publichealth/cdc/div/index.html> regarding administering publicly funded vaccines and the required information for the following:

1. Registration MHSAL with and the Provincial Vaccine Warehouse (PVW)
2. Ordering publicly funded and non-publicly funded vaccines
3. Accessing client immunization history
4. Reporting immunizations to Manitoba Health
5. Reporting all adverse events following immunizations (AEFI's)
6. Invoicing MHSAL for administration of publicly funded vaccinations

## Drug Storage

1. [Canada Immunization Guide - Storage and Handling of Immunizing Agents 2013](#)
2. [Communicable Disease Control - Cold Chain Protocol - Vaccines and Biologics](#)
3. [Communicable Disease Control - Cold Chain Resources](#)
  - a. Vaccine Storage
  - b. Cold Chain Protocol
  - c. Temperature Monitoring
  - d. Vaccine Disposal

## Informed Consent

1. [Manitoba Health Informed Consent Guidelines](#)
2. [Manitoba Health Sample - Informed Consent Form for Adults](#)
3. [Manitoba Health Sample - Informed Consent Form for Children](#)
4. [Manitoba Health Sample - Informed Consent Form for Pneumococcal and Influenza](#)

## Injection Routes and Needle Size Information

1. Injection routes for drugs other than vaccines - see section in Manitoba Module of *Immunization Competencies Education Program*
2. Injection sites and needle choices - see relevant section in Manitoba Module of *Immunization Competencies Education Program*

## Documentation

1. Manitoba Immunization Monitoring System (MIMS) Requirements
  - a. [Monthly Immunization Inputting Form for Pharmacist](#)
  - b. [Vaccine Tariff Code Listing](#)
2. Drug Administration Record - Section 113 of the Regulations
  - a. The name and address of the patient
  - b. The name of the drug and total dose administered
  - c. For advanced method or vaccination by any method, identification of the manufacturer:
    - i. Identification of manufacturer
    - ii. Lot number and expiry date of the drug
    - iii. The route of administration
    - iv. The location on body where drug was administered
  - d. the name of the member (*pharmacist*) administering the drug
  - e. the date and the time of administration
  - f. Any adverse events
  - g. The price, if there is a charge for administration

## Adverse Event Protocol

1. Anaphylaxis - The Manitoba Health Protocol is currently under review. Please see the following resource link, BC Centre for Disease Control Management of Anaphylaxis in a Non-Hospital Setting:  
[http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%202%20-%20Imms/Part\\_3\\_Anaphylaxis.pdf](http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%202%20-%20Imms/Part_3_Anaphylaxis.pdf)

2. Fainting
  - a. [Anaphylaxis vs Vasovagal Reaction - A Comparison of Signs and Symptoms](#)
  - b. [\(WRHA document\)](#)
3. Other Adverse Reaction
4. Reporting of Adverse Events Following Immunization (AEFI)
  - a. Reporting Requirements  
[http://www.gov.mb.ca/health/publichealth/cdc/docs/aefi\\_reporting.pdf](http://www.gov.mb.ca/health/publichealth/cdc/docs/aefi_reporting.pdf)
  - b. Reporting AEFI User Guide  
[https://www.gov.mb.ca/health/publichealth/cdc/docs/aefi\\_manual.pdf](https://www.gov.mb.ca/health/publichealth/cdc/docs/aefi_manual.pdf)
  - c. Reporting Form for AEFI  
[https://www.gov.mb.ca/health/publichealth/cdc/docs/mhsu\\_2334\\_20161115\\_aefi.pdf](https://www.gov.mb.ca/health/publichealth/cdc/docs/mhsu_2334_20161115_aefi.pdf)

## **Needle Stick Injury Protocol**

1. Needle Stick Prevention
2. Needle Stick Injury Protocol
3. Injury report form
4. Workers Compensation forms  
(See CPhM information on Needle Stick Injury and Workers Compensation website for information and forms)

## **Vaccine Information**

1. Manitoba Health - [Routine Immunization Schedules](#)
2. Manitoba Health - [Immunization Schedule for those not previously immunized](#)
3. Manitoba Health - [Vaccine Factsheets and Resources](#)

## **Forms**

1. [Manitoba Health Monthly Immunization Inputting Form for Pharmacists](#)
2. [Fax Request for Client Immunization History-Fax Transmission Form](#)
3. [Pharmacy Invoice to Manitoba Health, Healthy Living and Seniors](#)

## **Resources**

1. Manitoba Health - Communicable Disease Control Branch - Manitoba Health guidelines and current information on administering vaccinations should be reviewed regularly.
2. <http://www.gov.mb.ca/health/publichealth/cdc/div/index.html>
3. [Manitoba Immunization Manual](#)
4. Manitoba Health, Healthy Living and Seniors Notices
5. [Canadian Immunization Guide](#) - Public Health Agency of Canada

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