

Flu Event Information



Planning for your event

- Review your event worksheet for event details, including the type of vaccine ordered by the client. TotalWellness (TW) offers the following types of vaccine:
 - Vaccine from manufacturer-filled syringes and 65+ vaccine
- Call the site contact at least 5 days prior to the event and, if applicable, call secondary staff 3-5 days prior to the event.

Receiving Vaccine & Supplies

- Upon receipt of supplies and vaccine immediately:
 - Examine quantity and types of supplies and vaccine against the packing list to ensure they match.
 - Check vaccine expiration dates.
 - Check the vaccine TransTracker® CF while still inside cooler and immediately upon removing lid of cooler.
- Immediately refrigerate vaccine:
 - Remove vaccine from cooler and store vaccine in a separate fridge or on a separate shelf in your regular fridge.
 - Store vaccine between 36°F – 46°F.
- Monitor Vaccine Temperature:
 - Utilize the provided Vaccine Storage and Transport Log to monitor and document vaccine temperature.

Transporting Vaccine & Supplies

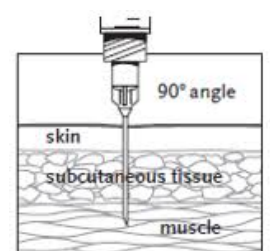
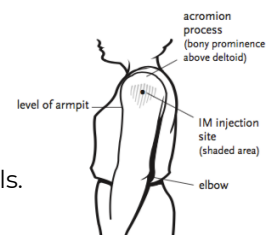
- Ensure the vaccine is properly cooled during transportation and at your event.
 - Transport vaccine in a portable refrigerator or in the provided hard-sided Styrofoam cooler.
 - If transporting in the cooler, pack the cooler in the same way you received it. (Conditioned cold packs, barrier, vaccine & temperature indicators, barrier, conditioned cold packs, filler). Condition cold packs by leaving the cold packs at room temperature for 1-2 hours.
 - Keep vaccine in the cooler during the event and monitor the vaccine temperature every hour while at the event.
- Remember to take the event supplies with you to the event.

At your event - Paperwork

- Complete the Onsite Time Log and Acknowledgement of Conduct Agreement.
 - Adhere to the TW conduct agreement. Including no food or drink at your station besides water and no smoking or smelling of smoke.
- Review and sign off on the Standing Orders and Protocol.
- Collect signed Consent Forms from each participant. Keep the forms covered/hidden and do not make copies once the forms are filled out. Consent Forms must be protected and returned to TW.

At your event – Vaccine Administration

- Screen the participant:
 - Ensure the participant's consent form is completed, signed and dated with questions answered and blanks filled in.
 - Review the participant's consent form to ensure the participant is a good candidate to receive the flu shot.
- Apply the Rights of Medication Administration:
 - Right Participant (Patient); Right Vaccine (Drug); Right Dose (0.5mL), Right Route (of administration); Right Time; also, Right Site; Right Documentation
- Prepare the flu shot:
 - Verbally walk through the preparation steps with the participant.
 - Always use one needle, one syringe, only one time!
 - Select the correct needle based on the size of the individual. Select a needle that will reach deep into the muscle, but not so long as to involve underlying nerves, blood vessels, or bone.
 - Put on a pair of new, clean gloves (one on each hand) for every participant. Change gloves in between every participant.
 - Use proper technique to:
 - Attach a needle to a manufacturer-filled syringe.
- Prepare the injection site:
 - Uncover the deltoid muscle (upper arm) and locate the center of the “upside-down triangle,” 2-3 fingerbreadths (~2”) below the acromion process. *View the site indicated in the picture.*
 - Choose an injection site that is free of moles, bruises, scars, rashes, and visible blood vessels.
 - Wipe the site with a new alcohol pad and wait for the site to dry.
 - Ask the seated participant to get comfortable, sit still and relax his or her arm.
- Inject the Vaccine:
 - Check syringe for correct dosage (0.5 mL), air bubbles, precipitate, freezing, discoloration, etc.
 - When the alcohol on the injection site has dried, isolate the muscle by stretching the skin taut between your thumb and forefinger to avoid injection into subcutaneous tissue. Another technique acceptable for participants with very small arms is to grasp the tissue and “bunch up” the muscle.
 - Introduce the needle at a 90-degree angle with a quick thrust and advance as necessary into the thickest part of the muscle tissue. Insertion should be quick yet firm and steady. Consider that you want to inject the vaccine right into the middle of the muscle tissue



away from blood vessels, nerves and bones. In people with little body fat and small muscles you might not need to advance the needle very far, while in individuals with very large arms you might need to advance the needle all the way to ensure you are injecting vaccine into muscle and not fat tissue. Take care not to advance all the way through the muscle.

Important Note on Over-penetration and Shoulder Injury Related to Vaccine Administration (SIRVA).

SIRVA is thought to result from the unintentional injection of a vaccine into tissues and structures lying underneath the deltoid muscle. SIRVA could mean severe, persistent shoulder pain with prolonged restriction of function for a participant. It might include a diagnosis along the lines of bursitis, tendonitis, rotator cuff tear, frozen shoulder, impingement syndrome and/or adhesive capsulitis. It is a terrible outcome for individuals simply trying to protect themselves with a flu shot. It is imperative that nurses inject vaccine into the correct site – the very center of the deltoid muscle. It is crucial to not only consider what appears from the outside to be the very center of the deltoid, but consider the inside as well. Not only do you want to avoid injecting too high, low, towards the back or front, but you do not want to go all the way through the muscle entirely (over-penetration).

- Inject the vaccine and remove syringe:
 - Activate the needle safety feature after removing the needle from the participant's arm.
- Properly dispose of the syringe and needle in the provided sharps container.
- Use gauze and bandages and instruct each participant to apply pressure to the site as necessary.
- Document the injection:
 - Complete the Nurse's Box on the consent form and keep the consent form to return to TotalWellness.
 - Remind the participant to take a picture of their complete consent form if they need proof of vaccination.
 - Allow participants to take a Vaccine Information Statement (VIS) if they would like.

After your event:

- Leave the flu shot location clean and orderly.
- Dispose of trash appropriately and take all biohazard waste with you:
 - Needles and syringes in sharps containers.
 - Biohazardous materials in red biohazard bags.
 - Uncontaminated materials (uncontaminated gloves, band-aid wrappers, alcohol swabs, etc.) in a regular trashcan.
- Enclose completed consent forms, event worksheet, on-site time log & conduct agreement acknowledgement, and applicable incident reports, event time extension forms, event roster, and signed standing orders in the Confidential Envelope.

Returning Shipments:

- FedEx Overnight unused manufacturer-filled syringes of vaccine back to TotalWellness. Never throw away unused vaccine. Include Confidential Envelope of paperwork with vaccine shipment, if it will fit. Ship back on Mondays, Tuesdays, Wednesdays, and Thursdays only.
- FedEx Ground leftover, unused supplies. Include the Confidential Envelope of paperwork if it did not fit in the vaccine shipment.
- Drop off return shipments at a staffed FedEx facility before the last pickup of the day. If there is not a staffed FedEx facility near you contact the TW shipping department at 402-964-0542 x1030 for further instruction.
- Return vaccine in the Styrofoam cooler packed in the following manner: Conditioned cold packs, barrier, vaccine & temperature indicators, barrier, conditioned cold packs, filler. Make sure vaccine never comes in direct contact with the cold packs.
- Return used sharps containers through USPS, using the provided dual box system.
- TotalWellness must receive all paperwork and any unused manufacturer-filled syringes of vaccine in order to pay contractors.

Frequently Asked Questions:

Can I administer a flu shot to a pregnant woman?

TotalWellness policy is to only vaccinate pregnant women with preservative-free, manufacturer-filled syringes. If manufacturer-filled syringes are not available at your event you should instruct the pregnant woman to visit her doctor for the shot.

What is the TotalWellness policy in regard to wearing gloves during vaccine administration?

TotalWellness requires that nurses wear 2 gloves, 1 on each hand, when administering flu vaccinations. Gloves must be changed between each participant.

Do I need to aspirate before administering a flu shot?

No, it is not necessary to aspirate before injecting flu vaccine.

Will epinephrine be available at my event in case of an emergency?

Yes, epinephrine will be available and should be utilized for emergency anaphylaxis.

What should I wear to the event?

Adhere to the TotalWellness dress code of solid black scrub top, solid black scrub pants, collared white lab coat, black close-toed shoes and a TotalWellness name sticker.

Which days of the week can I return vaccine?

Only ship vaccine back on Mondays, Tuesdays, Wednesdays, or Thursdays. If you have an event on a Friday, Saturday, or Sunday properly store the vaccine and return it on the following Monday.

Why did I only get one copy of the consent form?

For most events, clients will provide you with consents when you arrive. We provide one consent form to serve as an original version that the site contact can photocopy if they didn't print out consents in advance.