

Flu Event Clinical Procedures



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Clinical Resources

All flu shot event clinical procedures are derived from established medical and industry standards. Resources include the Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP), the CDC’s “The Pink Book”, the CDC’s Vaccine Storage and Handling Toolkit, and Immunize.org.

These guidelines outline clinical standards and client expectations. Contractors maintain control over how they perform their services and are expected to apply their own professional judgment while adhering to applicable laws, licensing requirements, and established medical best practices.

To ensure all state regulations are abided by, TotalWellness will only confirm licensed nurses to administer vaccinations. In certain states RNs are required to be on-site to supervise other nurses (LPNs and LVNs) and in other states only RNs are allowed to administer flu shots on-site. TotalWellness is mindful to schedule nurses with appropriate licensure. However, contractors are responsible for ensuring compliance with all state-specific regulations applicable to their licensure and scope of practice.

If flu shots are being offered at a health screening event, the nurses eligible to administer flu vaccinations will be listed on the worksheet with flu certified next to their name.

Nurse Assignments

Flu vaccination events are typically staffed based on an expected pace of approximately 20–25 vaccinations per hour. Contractors should evaluate their comfort and experience level when accepting event assignments.

TotalWellness is committed to providing qualified healthcare professionals for client events. Contractor eligibility for flu vaccination events is determined through completion of the flu certification program.

Flu Certification: The flu certification program ensures that contractors are up to date on the process of administering flu shots, storing vaccine, and general vaccination policies. TotalWellness clients expect nurses (RNs, LPNs, and LVNs) to complete the flu certification program prior to administering flu shots. The certification is good for up to two years, depending on when it is completed. It can be accessed within the TotalWellness Scheduling System under the tab “Resources.”



Flu certifications completed prior to March 31, 2026, are expired. Complete the most recent flu certification to administer flu shots for the 2026-2027 and 2027-2028 flu seasons.

Event Preparation

Event Supplies

Due to the controlled nature of vaccine and certain medical supplies, TotalWellness coordinates the purchase and shipment of materials on behalf of clients. Supplies are shipped to the designated primary contractor for event execution.

Flu Shot Supplies

- Vaccine
- 1-inch safety needles
- 1 ½-inch safety needles
- Medium sized powder-free and latex-free gloves
- Alcohol wipes
- Gauze
- Band-Aids
- Placemat(s)
- Hand sanitizer
- Sharps containers
- Biohazard bag(s)
- Pens
- Epinephrine Kit
- Styrofoam cooler(s)
- Cold packs
- Foam barriers to be placed between vaccine and cold packs
- Thermometer & temperature monitors



Each flu event shipment includes an Event Information Packet. The Event Information Packet includes all necessary paperwork for the event, including the flu vaccine and epinephrine standing orders. Standing orders can also be accessed online through the TotalWellness Scheduling System. For your convenience, TotalWellness includes one copy of our standard consent form and the current influenza vaccine information statement (VIS) in case you need to provide originals for the site contact to make copies from. The paperwork in the Event Information Packet should always be taken on-site.

TotalWellness does not provide blood pressure cuffs or stethoscopes for flu-only events. However, you can bring your own if you desire.

Contractors are responsible for appropriately handling, storing, and utilizing all materials while in their possession.

Use supplies thoughtfully to avoid unnecessary waste and to ensure sufficient quantities remain available throughout the event. Refer to the event packing list for supply quantities.

Supplies provided for a specific event should not be used for other events without prior approval from TotalWellness.

Sharps containers and biohazard materials must be handled and disposed of in accordance with applicable safety regulations. Clients expect that all biohazard materials are removed from the site following the event.

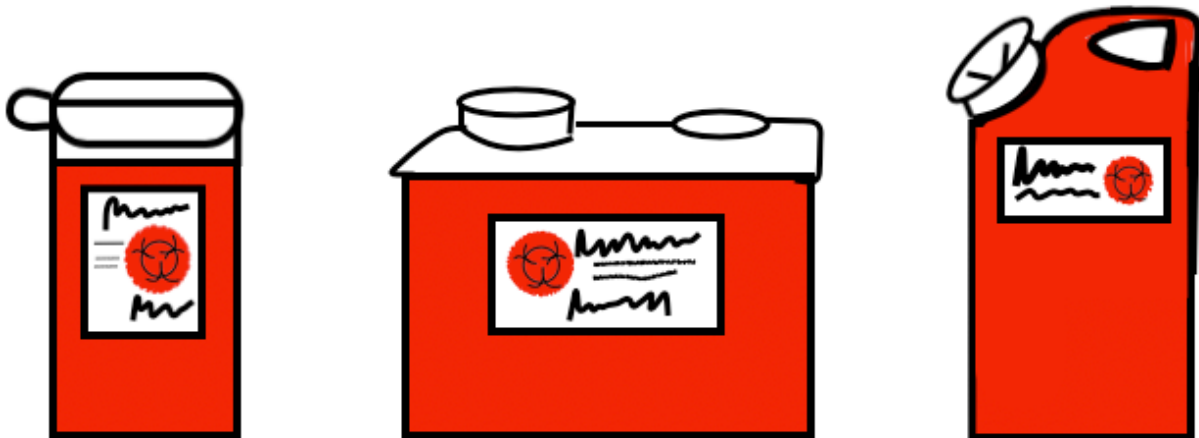
Review your sharps container quantity prior to the event to ensure you will have enough sharps space.

One 1.5-quart sharps container can hold up to 40 manufacturer-filled syringes.

One 2-quart sharps container can hold up to 60 manufacturer-filled syringes.

One 1-gallon sharps container can hold up to 150 manufacturer-filled syringes.

You'll be sent the size and quantity necessary for your event. If you don't think you'll have enough space in your sharps container, call TotalWellness and we will ship you another sharps container.



Gloves

Medium size gloves are provided for each vaccination event. As a standard medical practice, wear two gloves (one on each hand) when administering a flu shot. Change gloves between each participant. Don't reuse gloves and use hand sanitizer between glove changes to reduce risk for you and the participant.

Flu Vaccine

Contractors are expected to have a foundational understanding of influenza and the influenza vaccine and to apply that knowledge when delivering services in a workplace setting.



Types of Vaccine

Contractors should review the Event Worksheet and shipment contents to confirm vaccine types provided for the event.

Flu Vaccine Options Include:

- Manufacturer-filled syringes (preservative free)
- Vaccines approved for individuals 65+

If a specific vaccine type is designated for a particular population, this will be noted on your Event Worksheet.

Most commonly, TotalWellness provides vaccine from manufacturer-filled syringes for events, which is preservative free. Vaccines from multi-dose vials are not preservative free as they contain trace amounts of the preservative thimerosal. While the current scientific consensus is that no convincing evidence supports claims that thimerosal is connected to autism or any other neurodevelopmental disorders, some people believe there is a connection.

Vaccine safety can be a controversial topic. Please be prepared to answer questions about the safety and makeup of the vaccine knowledgeably and respectfully.

Vaccine Lot Numbers

When vaccine is made it is given a lot number and there are several different lot numbers each year. It is important to correctly document the lot number on each participant's Consent Form in case the lot proves to be ineffective or recalled.

Physician Standing Order

A physician standing order for flu shot vaccinations and epinephrine injections is included in each paperwork packet. Review and sign this document prior to your event and bring the document with you to the on-site event. Return the signed standing order to TotalWellness.

Other Vaccines

Flu shots are the most popular vaccine type provided in corporate environments, but sometimes other vaccines such as COVID 19, Hepatitis B, Tdap, etc. may be offered at events. If other vaccines are being offered, TotalWellness will equip you with standing orders, consent forms, and vaccination instructions prior to the event.

Beyond Use Date

Some vaccines should be used within a certain time frame after the first time a needle is inserted into a multi-dose vial (commonly referred to as “entering” the vial) or after being moved from the freezer to the refrigerator. The Beyond Use Date (BUD) is the date or time after which the vaccine should not be used.

The BUD may not be the same as the vaccine expiration date. The BUD varies among vaccines and can be found in the package insert. Check the package insert to determine if the vaccine has a BUD and for the correct time frame (e.g., days, hours) the vaccine can be stored once the vial has been entered or thawed.

Calculate the BUD using the time interval found in the vaccine’s package insert. Label the vaccine with the correct Beyond Use Date/time and your initials.

Receiving Deliveries

Vaccine will be shipped to the primary contractor in a hard-sided Styrofoam cooler utilizing cold packs and foam barriers to keep the vaccine at the appropriate temperature. Unpack and examine deliveries immediately upon arrival.

- Examine Styrofoam cooler and vaccine for signs of physical damage
- Check quantity and type(s) of vaccine against packing list to ensure they match
- Check vaccine expiration dates
- Freeze cold packs
- Check the vaccine thermometer and temperature indicators & record on the vaccine Storage & Transport Log

Vaccine is shipped with temperature indicators (TransTracker® CF) to ensure it is viable when received. Record the status of the temperature indicators and inventory the vaccine on the Vaccine Storage and Transport log, as per CDC recommendations. Match the vaccine received against the packing list to ensure the correct types and quantities were received.

If you are concerned about the condition or quantity of the vaccine you received, contact the TotalWellness Director of Nursing at 888.434.4358 ext. 1210 for assistance.

Vaccine Storage

Contractors are responsible for maintaining vaccine integrity while materials are in their possession. This includes adhering to CDC-recommended storage temperatures and handling protocols.

Where to Store

After vaccine has been checked, immediately store the vaccine at the recommended temperature of 36°F - 46°F (2°C - 8°C).

You can store vaccine in one of two locations:

Option 1: In a Separate Fridge

If you are contracted to work a lot of corporate vaccination events, it might be helpful to invest in a separate fridge designated solely to store vaccine. This type of fridge would need to be big enough to hold your vaccine and a few water bottles, which help maintain the temperature. For a full description of a CDC approved vaccination storage fridge, check out the CDC's website.

Option 2: On a Separate Shelf

If you are unable to invest in a separate fridge, you can store vaccine in a fridge you already own. Be sure the vaccine is allocated an entire shelf. Vaccine cannot share a shelf with any food or other items you regularly store in your fridge.

Do not store vaccine in a dormitory or bar style refrigerator, which is defined as a combination refrigerator/freezer unit that has one exterior door and an evaporator plate (cooling coil), generally located in the freezer. These types of units do not regulate temperature well and pose a significant risk of freezing vaccine.



How to Store

No matter which option you choose as a storage location for your vaccine, all vaccine needs to be stored properly at all times.

Proper flu vaccine storage protocols:

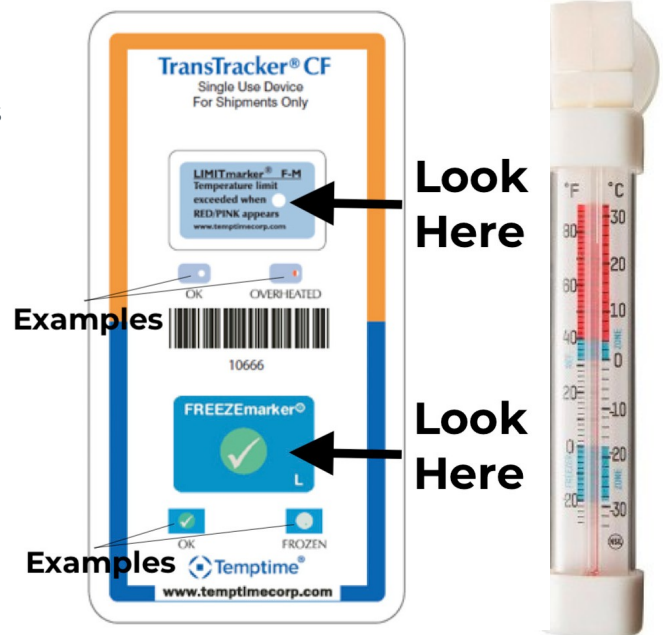
- Store vaccine between 36°F - 46°F (2°C - 8°C), with a desired average temperature of 40°F (5°C).
 - If vaccine freezes or gets too warm its effectiveness may drop and vaccine may not be suitable for use.
- Store vaccine in a clean, dry container, such as a Ziploc bag or plastic tray.
- Store vaccine in center fridge space 2-3 inches from walls, floor, ceiling and vents.
 - Never store vaccine in fridge doors.
 - Never store vaccine in fridge drawers.
 - Never store vaccine on fridge floor.
 - Never store vaccine near vents.
 - Never store vaccine directly on glass shelf. Ensure there is a barrier (box, plastic tray, Ziploc bag, etc.) between vaccine and glass shelf.
- Avoid storing vaccine on the fridge's top shelf. If a top shelf must be utilized place water bottles close to the vent to serve as a barrier from the direct cold.
- Do not store vaccine in the provided Styrofoam cooler inside the fridge. This will actually keep the cold air from the fridge out of the cooler and away from the vaccine.
- Allow space between vaccine boxes to allow cold air circulation.
- Keep vaccine in original manufacturer packaging with boxes and lids closed.
- Keep the provided temperature indicator and thermometer with the vaccine at all times.
 - Store temperature indicator and thermometer in between or on top of vaccine boxes.
- Keep fridge door closed as often as possible to reduce the risk of temperature fluctuations and excessive light exposure.
- If you are contracted to work multiple flu shot events, label each allotment of vaccine with the event ID number to ensure you utilize the correct vaccine for each event. We recommend separating each event's vaccine into separate Ziploc bags and writing the event ID number on each bag.



Monitoring Vaccine

To ensure the effectiveness of the vaccine is not compromised, vaccine must be monitored while it's in your possession. Each vaccine shipment will include a TransTracker® CF, which serves as both a warmth and freeze indicator, and a thermometer.

The TransTracker® CF is used to transport vaccines to and from TotalWellness. Its technology tracks the temperature over time. The top portion of the TransTracker® CF includes a warmth indicator called the LIMITmarker™ F-M which turns red or pink if the temperature gets too hot. The bottom portion of the TransTracker® CF includes a freeze indicator called the FREEZEmarker®. The FREEZEmarker® will turn cloudy or opaque if frozen.



When reading the TransTracker® CF make sure you are looking at the actual indicator and not the examples. As shown in the picture above, the TransTracker® CF includes examples of overheated and frozen below the actual indicators.

Monitor the temperature of the vaccine upon arrival and twice a day when you are home (morning and night) while the vaccine is in your possession. Upon arrival, utilize the TransTracker® CF to determine if your vaccine temperature has been properly maintained. Keep the TransTracker® CF and provided thermometer with your vaccine at all times, at a temperature between 36°F - 46°F (2°C - 8°C). The thermometer reading will quickly adjust to the air temperature. Read the thermometer while it is inside the cooler or inside your refrigerator.

When transporting vaccine, monitor the temperature when you remove the vaccine from your fridge to place it in the cooler, when you arrive at the event, once an hour while you are at the event, and before you return the vaccine to your fridge or TotalWellness.

Document all vaccine monitoring information on the Vaccine Storage and Transport Log. One copy of the Log will be included in your vaccine shipment. Visit the Training & Paperwork section of the TotalWellness scheduling system to print additional copies of the Log or use a similar log of your choice. Record the date, time, temperature and status of the LIMITmarker™ F-M and FREEZEmarker® indicators on the Log.

- The thermometer should always be between 36°F - 46°F (2°C - 8°C).
- The LIMITmarker™ F-M circle should be white.
- The FREEZEmarker® should show a green circle with a white checkmark.

Return your completed log in your box (not the cooler) when you return your vaccine.

Contact TotalWellness immediately at 888.434.4358 ext. 1210 if:

1. The LIMITmarker™ F-M circle is pink or red.
2. The FREEZEmarker® green circle is covered with a cloudy, whitish, or opaque substance.

TotalWellness will contact the manufacturer to determine if the vaccine is still viable for use.

TotalWellness takes great care in monitoring the vaccine temperature while it is stored at our facility and we ask that you do the same while the vaccine is in your possession. It is your responsibility to ensure that vaccine has maintained the appropriate cold chain throughout the time it is in your possession.

Transporting Vaccine

Prior to transporting vaccine, ensure you have selected the correct vaccine type and quantity for your event. Transport vaccine to and from events utilizing one of these two methods:

Option 1: Portable Refrigerator

If you work a lot of corporate vaccination events it might be wise to invest in a portable refrigerator that can be plugged into your vehicle and on-site at the event.

Option 2: Hard-Sided Styrofoam Cooler

TotalWellness will ship vaccine to you utilizing a hard-sided Styrofoam cooler and cold packs. You can utilize the provided cooler and cold packs to transport vaccine to and from events.

When using the hard-sided Styrofoam cooler and provided cold packs be sure to condition the frozen cold packs by leaving them at room temperature for 1-2 hours until the edges have defrosted and the packs look like they have been sweating. This will help prevent the cold packs from freezing the vaccine.

TotalWellness utilizes specialized foam cold packs instead of traditional gel cold packs for events, so it is important to utilize the provided cold packs. When transporting vaccine always pack your cooler in the following manner:

Cold Packs: Place conditioned cold packs on the bottom of the cooler.

Barrier: Completely cover the conditioned cold packs by placing a minimum of eight layers of foam on the conditioned cold packs.

Vaccine & Temperature Indicators: Place vaccine on top of foam barrier. Place thermometer and temperature indicator in between boxes of vaccine. Never allow vaccine or temperature indicator to come in direct contact with the cold packs.

Barrier: Completely cover the vaccine with a minimum of eight layers of foam.

Cold Packs: Place conditioned cold packs on top of the foam layer.

Filler: Fill the cooler to the top with extra foam or paper.

Use this method for all vaccine transport and returns. Keep vaccine in the passenger compartment (never the trunk) and with you at all times. In extreme temperatures, ensure 36°F – 46°F is maintained.

Make sure you freeze and condition cold packs following longer events before shipping vaccine back to TotalWellness. This will ensure the cold chain is maintained in route.

Returning Flu Vaccine

Return vaccine after each event; or, if you received a combined shipment, after the last event in your combined shipment. Vaccine is a prescription medication that TotalWellness is responsible for; therefore, it is important to return vaccine at least weekly so it can be accounted for. Do not hold onto vaccine for future events.

Be sure to maintain the vaccine cold chain while vaccine is in your possession. When you are ready to return vaccine, document the temperature and temperature indicator statuses on the Vaccine Storage and Transport Log just prior to closing the cooler.

Return all leftover vaccine in the insulated Styrofoam cooler. Utilize the cold packs and foam barriers provided in your original shipment to package the vaccine for its return trip to TotalWellness.

Condition the frozen cold packs by leaving them at room temperature for 1-2 hours until the edges have defrosted and the packs look like they have been sweating. This will help prevent the cold packs from freezing the vaccine.

Pack your return vaccine shipment in the following manner.

Cold Packs: Place conditioned cold pack on the bottom of the cooler.

Barrier: Completely cover the conditioned cold pack by placing a minimum of 8 layers of foam on the conditioned cold packs.

Vaccine & Temperature Indicators: Place vaccine on top of foam barrier. Place thermometer and temperature indicators in between boxes of vaccine. Never allow vaccine or temperature indicators to come in direct contact with the cold packs.

Barrier: Completely cover the vaccine with a minimum of 8 layers of foam.

Cold Packs: Place conditioned cold packs on top of the foam layer.

Filler: Fill the cooler to the top with extra foam or paper.

Return shipments containing vaccine can only be shipped on **Mondays, Tuesdays, Wednesdays, and Thursdays**. If your event is on Friday, Saturday, or Sunday, return shipments on the next Monday. Always use the provided overnight FedEx labels to return vaccine to TotalWellness.

Drop off return vaccine shipments at a staffed FedEx location before the final pickup of the day to help maintain proper vaccine temperature and integrity. Please avoid leaving vaccine at a facility after the last pickup, placing shipments in a FedEx Dropbox, or leaving vaccine or supplies at the client site.

Transtrackers and thermometers should be utilized when returning vaccine. If you do not have vaccine to return, you can send back thermometers and transtrackers with your ground shipment or next return vaccine shipment.

Return all vaccine to TotalWellness, do not throw vaccine away. If you are returning vaccine that is not viable, clearly label the vaccine prior to returning to TotalWellness.

The Event

Industry Standards

While each event might vary based on the client's requests, there are some established industry standards that clients expect at on-site vaccination events.

Participant Registration

Your Event Worksheet will indicate if a registration station should be set up for your event. Most flu events do not include or need registration.

Don't require the site contact to act as a registration person, as this requirement is not a part of the TotalWellness contract with the client. You are also not required to provide registration, meaning checking participants in or tracking registrants versus walk-ins. A welcome table tent sign is provided in your Event Information packet. Display this sign to help provide instructions to participants.



If a client would like you to check participants in, let them know that checking participants in will slow down the event. Your main focus at the event is to provide a safe flu shot and additional check in responsibilities could prevent you from doing this. Recommend they display the sign-in sheet and offer to instruct participants to sign themselves in prior to receiving the shot.

Some events will include a registration person provided by TotalWellness. Registration personnel should assist the nurse(s) by checking in participants, monitoring the flow of the event, reminding participants to roll up sleeves, and making sure the consent form has been completed and signed by the participant prior to visiting the nurse. It is helpful if the registration personnel document the event ID number and date on the consent form. If only one lot of vaccine is available at the event, it is also acceptable for the registration personnel to document the vaccine manufacturer and vaccine lot number on the consent forms. The administering nurse just needs to make sure to verify this information prior to administering the shot. Registration personnel should never document the injection site or write the nurse's name. Both of these fields must be completed by the administering nurse.

Federal laws require that participants are informed about their privacy; therefore, the TotalWellness Privacy Practices Notice must be visible at events. A copy of the TotalWellness Privacy Practices Notice is provided in the Important Event Forms Packet and is also available online. We recommend displaying a copy at the registration table for easy participant access.

During registration, participants might ask questions about payment. Please note, we do not collect money at events. Clients will be invoiced for our services. If clients ask about pricing, please inform them to contact their TotalWellness Sales Executive.

Participant Care

As with any invasive medical procedure, some participants get very anxious prior to receiving a vaccination. It is important for you to display confidence and create an environment that promotes security and trust. We recommend that you:

1. Introduce yourself to each participant.
2. Display a positive attitude through body language, facial expressions, and comments.
3. Use a calm tone of voice.
4. Make eye contact with the participant.
5. Be honest in explaining what to expect.

Participant Screening

Contractors use their clinical judgment to evaluate each participant's eligibility for vaccination based on the completed Consent Form and applicable clinical guidelines. All participants should be screened for contraindications and precautions prior to receiving a flu shot, regardless of vaccination history.

First, allow the participant to review the CDC's current influenza Vaccine Information Statement (VIS). A VIS is provided in the event information packet to display for participants. If participants would like to review the VIS in more detail, either provide a copy of the VIS or refer the participant to the CDC link listed on their consent form.

Due to the corporate nature of on-site vaccination events, only vaccinate individuals who are adults in the state you are in (18 and older in most states, or 19 and older in Nebraska and Alabama). In rare circumstances a client may include vaccinations for children. In such cases this information will be shared in advance, prior to assignment acceptance, and the approved vaccination ages will be included on your Event Worksheet.

After verifying age and ensuring there are no questions about the VIS, proceed with the following steps for screening purposes.

- Make sure each participant's Consent Form is completed, signed and dated with questions answered and blanks filled in. Review the answers to the questions on the Consent Form.

Have you received a flu shot before?

- If yes, assess their knowledge and experience.
- If no, they should pay attention to how they feel after receiving the shot.
 - Allergic reactions are rare, but when you try something new you should be mindful.
- Regardless, the participant should remain at the event - or at least around people - for at least 15 minutes after the shot.

Have you ever had a serious reaction after receiving a vaccine?

- If yes, **do not** administer the flu shot to the participant.

Do you have allergies to medications, food, a vaccine ingredient or latex?

- If yes, review the vaccine package insert to review vaccine ingredients, also review materials utilized to administer the vaccination (syringe, needle, gloves, Band-Aids, etc.).
 - If the participant is severely allergic to any of the ingredients in the vaccine or any of the materials utilized for administration, do not administer the vaccination.

If female, are you pregnant?

- If yes, check that the participant has discussed and received approval from their primary care provider to receive the vaccine. Only vaccinate pregnant women with preservative free vaccine (vaccine from manufacturer-filled syringes).

Have you been sick or had a fever above 101° F in the last 3 days?

- If yes, **do not** administer the vaccination.

Have you ever had Guillain-Barré Syndrome (a severe paralytic illness)?

- If yes, **do not** administer the vaccination.

- Verbally inform participants of potential side effects including:
 - Soreness and/or swelling at injection site
 - Mild flu-like symptoms/body aches
 - Allergic reaction such as hives and swelling — particularly around the mouth and eyes — itching, trouble breathing, etc.
 - Inform the participant that they should seek immediate medical attention if an allergic reaction occurs.
- Remind participants that they cannot get the flu from the flu shot.
- Ask participants if they have any questions (and be prepared to answer them, of course).
- Use your best professional judgment to determine if you should proceed.

If in doubt, don't give the shot! Refer the participant to his or her healthcare provider. If you refuse to administer — or an individual refuses to receive — the shot, complete an Incident Report and attach the report to the participant's Consent Form.

Pregnancy

Experts consider the flu shot safe and recommend vaccination for pregnant women and breastfeeding women. Due to varying state regulations, only vaccinate pregnant women with preservative free vaccine from manufacturer-filled syringes.

Pregnant participants should discuss flu vaccination with their primary care provider prior to receiving the vaccine. Pregnant women are not required to provide a signed note from the physician, but do verbally confirm with the participant that the shot has been approved by their physician.

Breastfeeding women can be vaccinated at on-site events using vaccine from multi-dose vials or manufacturer-filled syringes.



65+ Participants

Some flu vaccine is specifically manufactured and only approved for individuals 65 years old and older. If 65+ flu vaccine has been ordered for your event, offer this vaccine to individuals who are 65 years old or older. The participant can choose if they would like to receive the 65+ vaccine or the standard flu vaccine.

If 65+ vaccine is not available at your event, you can administer the standard vaccine to individuals 65 years and older. Most older individuals are aware of the vaccine options available. As an independent contractor, you are not responsible for advising participants on vaccine selection. If a participant requests the standard flu shot, it may be administered.

Preparing the Flu Shot

Once you've determined that the individual is a good candidate to receive the flu shot, continue with shot preparation. As a standard medical practice, do not pre-fill any syringes or attach needles in advance.



Rights of Administration

Proper flu shot administration is a critical component of a successful vaccination program. The foundation for successful vaccine administration is the application of the “5 Rights of Medication Administration.”

Right Participant (Patient)

- Obtain a signed consent form that identifies both the participant’s name and the vaccine that is to be administered.
- Review the consent form to ensure the participant is an approved candidate for the flu Shot, meaning they’re in the appropriate age range, not sick, no contraindications (i.e. allergies, past reactions, etc.).

Right Vaccine (Drug)

- Verify the identity of the vaccine that you are about to administer. Make sure it is flu vaccine and the correct type that has been ordered by the client. It is a medication error if you administer the incorrect type of vaccine at an event.
 - Influenza vaccine from manufacturer-filled syringes (preservative-free)
 - Influenza vaccine approved for individuals aged 65+
- Read the vaccine label and package insert to ensure it is approved for the age group and matches the physician’s standing orders.

Right Dose

- Ensure you have the correct dose. For adult flu vaccinations the correct dose is 0.5 mL.

Right Route (of administration)

- The flu shot is an intramuscular (IM) injection typically administered in the deltoid muscle of adults.
- Ensure you are using the correct needle length.
 - For most adults utilize a 1-inch needle.
 - For larger participants utilize a 1½-inch needle.
- Ensure the needle length selection and insertion technique injects the vaccine into the thickest part of the muscle, without over-penetrating through the muscle and/or hitting the bone.

Right Time

- Determine if this is the right time to administer a flu shot.
 - Is the participant due for a flu shot?
 - If the participant has received a flu shot in the past, ensure it was administered for coverage during the last flu season, not during the current flu season.
- Check the label to ensure the vaccine is not expired.
- Check expiration dates on all supplies to ensure they are not expired.

Also think about...

Right Site

- Read the vaccine protocols and make sure you are administering the vaccination in the correct location.
 - For adult flu vaccinations the correct site to administer the shot is in the upside-down triangle of the deltoid muscle.
- Review the written protocols for properly identifying the deltoid muscle and placement of the vaccination.

Right Documentation

- Complete the Nurse's Box on the Consent Form, including:
 - Event #
 - Event Date
 - Injection Site
 - Vaccine Brand
 - Vaccine Lot Number
 - Administering Nurse's Name and Title



Site Preparation

To reduce the risk of infection, vaccines should be prepared in a designated clean area that is not adjacent to areas where potentially contaminated items are placed. Wash your hands thoroughly or utilize the provided hand sanitizer before setting up your station.

Utilize the provided placemats to create a clean workspace where supplies can be set and easily accessed. Be mindful if you are right-handed or left-handed and set up your station accordingly. If you are right-handed, set up the sharps container to be on your right. If you are left-handed, set up the sharps container to be on your left.

Syringe and Needle Selection

A separate needle and syringe should be used for each injection. Always use one needle, one syringe, **only one time!** Never administer vaccine from the same syringe to more than one participant, even if the needle is changed.

Choose the correct syringe and needle based on the size of the individual. The needle should be long enough to reach the muscle mass and prevent vaccine from seeping into the subcutaneous tissue, but not so long as to involve underlying nerves, blood vessels, or bone. The table below provides general guidance; however, we ask that you utilize your best professional judgment when determining needle length.

Flu Shot Administration Needle Length Table		
Gender		Needle Length
Male	Female	
Up to 259 pounds	Up to 199 pounds	1 inch
260+ pounds	200+ pounds	1½ inch

TotalWellness sends 1-inch and 1½-inch safety needles when manufacturer-filled syringes are used. Always check syringe and needle expiration dates prior to use. Do not use if the product is expired.

Vaccine Inspection

Each vaccine should be carefully inspected for damage or contamination prior to use and the expiration date should be checked. Only utilize vaccine that has been stored properly and is normal in appearance. Never use expired, damaged or contaminated vaccine.

Preparing Syringes

Put on a pair of new, clean gloves (one on each hand). Show participants the brand-new supplies (needle and manufacturer-filled syringe). Open all packaging in front of the participant and allow them to watch as you prepare all materials just prior to administration.

Shots from Manufacturer-Filled Syringes

- Check the expiration date on the manufacturer-filled syringe.
- Open a new manufacturer-filled syringe for each participant.
- Gently agitate the syringe to mix thoroughly and restore suspension of the vaccine.
- Manufacturer-filled syringes do not come packaged with an attached needle. You will need to attach one.
 - Carefully unscrew the grey cap on the manufacturer-filled syringe.
 - Attach the appropriately sized needle by carefully threading the needle onto the manufacturer-filled syringe and twisting it until it does not twist any further.
 - Do not uncap the needle until you are set to administer the vaccine.
 - Vaccine from a manufacturer-filled syringe should only be administered using an attached needle. Never transfer vaccine from a manufacturer-filled syringe to another syringe for administration.
- Administer the shot as soon as possible after attaching the needle.
- Manufacturer-filled syringes often come with a sticker attached to the syringe that contains the manufacturer name, lot number, and expiration date. The sticker can be removed and placed in the Nurse's Box on the Consent Form. However, if using the label, be sure to complete the remaining fields in the Nurse's Box so all fields are complete.

Preparing the Injection Site

Ask the participant if he or she has an arm preference in which to receive the shot.

On the preferred arm, uncover the deltoid muscle (upper arm) and locate the center of the "upside-down triangle," 2-3 fingerbreadths (~2") below the acromion process. See illustrations on the next page.

If the participant is wearing a sleeved shirt, reach the site by having the participant pull his or her shirt down over the shoulder or push his or her sleeve up over the shoulder. If neither exposes the site sufficiently, have the participant remove his or her shirt in a private area.

Choose an injection site that is free of moles, bruises, scars, rashes and visible blood vessels. Wipe the injection site with a new alcohol pad in a circular and outward motion and wait for the site to dry.

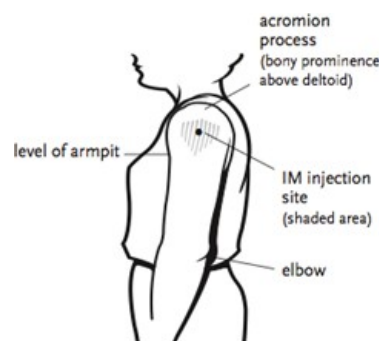
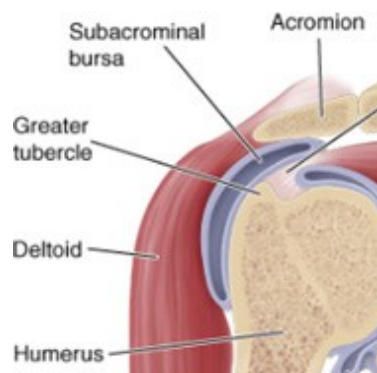
Mark the arm the participant will receive the shot in on the Consent Form in the Nurse's Box.

Administration Technique

Flu shots are administered using the intramuscular (IM) route meaning that the injections are administered into the muscle tissue below the dermis and subcutaneous tissue. It is extremely important that you administer the correct 0.5 mL ($\frac{1}{2}$ mL) dosage of flu vaccine. Larger than recommended doses can be hazardous and administering smaller than recommended doses might result in inadequate protection.

Please adhere to the following standard flu shot administration procedure:

- Make sure the participant is seated.
- All shots should be administered at your (the nurse's) eye level, so it is recommended that you, the nurse, are seated when administering the vaccination.
- Ask the participant to get comfortable, sit still and relax his or her arm. The participant will feel less discomfort when relaxing the arm during injection.
- Be aware of symptoms that precede fainting such as weakness, dizziness, pallor, etc.
 - Provide supportive care and take appropriate measures to prevent injuries and embarrassment if such symptoms occur.
- Be sensitive to the comfort of the participant. If necessary, ask them to look away from the needle and envision a calming environment.
- Double check the syringe for the correct dosage (0.5 mL), air bubbles, precipitate, etc.
 - You should only administer vaccines that you have prepared yourself.
 - You don't need to expel the air in manufacturer-filled syringes before administration.
- When the alcohol on the injection site is dry, isolate the muscle by stretching the skin taut between your thumb and forefinger to avoid injection into subcutaneous tissue. A technique for geriatric 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.



Many nurses don't properly administer deltoid IM injections, so pay special attention to where and how deep you administer the vaccination. You'll need to reach the proper site so the vaccine is absorbed correctly. If you don't administer the vaccine properly, you might as well not give it at all. You've gone to a lot of trouble to keep your vaccine viable and the participant needs this protection. What a waste it would be for the vaccine not to be administered properly.



The proper site is where the green Band-Aid is on this man's arm. Be careful to not administer shots too high, too low, toward the back of the arm, or too deep.

If administered incorrectly, it's likely that the vaccine is not injected into the muscle tissue and could cause damage. It's important that you administer the shot into the center of the deltoid muscle, away from blood vessels, nerves and bones.

SIRVA: As a contractor, you need to be aware of the risk of Shoulder Injury Related to Vaccine Administration (SIRVA). It's thought to result from the unintentional injection of a vaccine into tissues and structures underneath the deltoid muscle. While this is uncommon, SIRVA could lead to severe, persistent shoulder pain with restriction of function. It might include a diagnosis like bursitis, tendinitis, rotator cuff tear, frozen shoulder, impingement syndrome and/or adhesive capsulitis.

Overpenetration: You don't want to go all the way through the muscle, either. This happens if you go too deep (overpenetration). Be aware of how deep you're injecting a shot. Picture the tip of the needle in the center of the muscle every which way.

Overpenetration & SIRVA can create terrible outcomes for people just trying to protect themselves from the flu. To ensure the safety of participants, we want to reiterate the importance of injecting into the center of the muscle - from outside and inside the body.

- Inject the vaccine.
 - Aspiration before injection of vaccines (pulling back on the syringe plunger after needle insertion but before injection) is not necessary.
- Remove the needle from the participant's arm.
- Activate the safety device on the syringe/needle:
 - Push the lever arm forward until needle tip is completely covered.
 - Activate away from self and others.
 - Visually confirm needle tip is fully covered.
- Immediately dispose of the used syringe and needle into the provided sharps container.
 - Don't recap the needle prior to disposal.
 - Keep needles attached to manufacturer-filled syringes when disposing.
 - Always activate the safety mechanism before disposing of needles and syringes in the sharps container.
 - Keep your eyes on the needle continuously until it is placed into the sharps container.
 - Properly dispose of needles and syringes to prevent accidental needles stick injuries.
- Use gauze and instruct the participant to apply pressure.
- Apply a Band-Aid to the injection site.



After Injection

NURSE'S BOX	Event #: _____	Event Date: _____
Injection Site:	<input type="checkbox"/> Right Arm <input type="checkbox"/> Left Arm	<input type="checkbox"/> Other: _____
Vaccine Brand:	<input type="checkbox"/> GSK-FluLaval <input type="checkbox"/> GSK-Fluarix	
	<input type="checkbox"/> Sanofi-Fluzone <input type="checkbox"/> Seqirus-Afluria	<input type="checkbox"/> Seqirus-Flucelvax
0.5 mL of Vaccine from Lot #: _____		
Nurse's Name & Title: _____		

All vaccinations require proper documentation. Complete the Nurse's Box on the participant's consent form for each vaccine administered. Most vaccines include stickers with the specific vaccine information. Nurses are welcome to use the sticker as documentation for the vaccine brand and lot number.

If your event is utilizing iPads to collect vaccination information electronically, the consent form and vaccine administration data will be entered and saved within an app on the iPad.

The consent form is a medical document and must be completed accurately and thoroughly. Failure to complete the Nurse's Box or properly document the vaccination within the iPad is a medication error. If paper consent forms are received with incomplete documentation, they will be returned to you to complete.

Keep each participant's paper consent form and provide the forms to the primary contractor at the end of the event. The primary contractor will return all completed consent forms to TotalWellness, who maintains them on behalf of the client.

Tell the participant thank you for allowing you to serve them and ensure all his or her questions have been answered before dismissing them.

Remember

It is your responsibility, as the nurse, to administer the flu vaccination correctly and document the vaccination appropriately. Remember to fully and accurately complete the Nurse's box on each consent form, vaccinate participants with 0.5mL of vaccine, utilize the correct vaccine ordered by the client, and return all consent forms, leftover flu vaccine and epinephrine to TotalWellness. Failure to complete these items may result in a delay in payment, removal from the TotalWellness network, and possibly a report to the board of nursing against your license.

The One and Only Campaign

The One & Only Campaign is a public health effort empowering participants and healthcare providers to insist on nothing less than safe injections – every time, for every participant. The campaign stresses One Needle, One Syringe, Only One Time.

For more information visit [http:// www.oneandonlycampaign.org/](http://www.oneandonlycampaign.org/).

Flu Shot Verification

If a flu shot participant requires documentation that they received the shot he or she can:

- **Take a picture** of their completed consent form using their cell phone. This is the preferred method.
- **Complete two Consent Forms.** TotalWellness will keep one and the participant will keep the other.
- **Contact TotalWellness** after the event and we can fax or securely email the participant a copy of their completed consent form.

State-Specific Information

Some states have specific requirements for nurses administering flu shots. If you are licensed and practicing in the following states, please adhere to these specific requirements.

Georgia

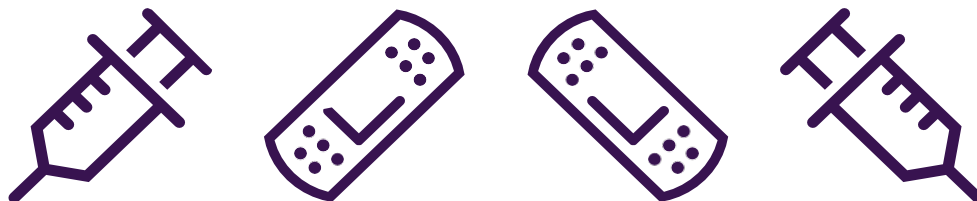
Nurses who administer vaccinations in Georgia are required to return signed and notarized standing orders to TotalWellness. TotalWellness will provide the standing orders in advance to give nurses administering shots in Georgia the opportunity to have the document notarized.

Most local banks offer notary services. Georgia nurses only need to submit one notarized version of the standing order per year. The signed, notarized standing order can be returned to TotalWellness with the event paperwork after the nurse's first event of the season.

The standing order included in the Important Event Forms Packet should be signed by all nurses at an event and returned to TotalWellness. That version does not need to be notarized.

Opt-Out Forms

Some states provide participants with the option to opt-out of participation in their state immunization registry. TotalWellness includes a link within the consent form with access to all of the applicable state immunization registry opt-out forms.



Emergency Procedures

We hope that every event runs smoothly, but unfortunately in any medical situation, emergencies are possible and need to be planned for.

If an emergency occurs, it is advised for the primary contractor to stay with the affected individual to keep him or her in a safe position while maintaining privacy. Designate another individual to notify the client site contact, and dial 911 if necessary.

In an intervention to any adverse reaction, get the individual to a safe position, and maintain that position. Epinephrine is provided for events with vaccinations. Epinephrine is not available for health screening only events.

An epinephrine injection (1:1000) must always be immediately available at all flu events in case an anaphylactic reaction occurs. Epinephrine is shipped to the primary contractor in a red tube.



Anaphylactic Reactions and Shock

Anaphylaxis is a serious, potentially life-threatening allergic response that is marked by swelling, hives, lowered blood pressure, and dilated blood vessels. In severe cases, a person will go into shock. If anaphylactic shock isn't treated immediately, it can be fatal.

Anaphylaxis symptoms usually occur within minutes of exposure, but may be delayed 30 minutes or longer. Earlier onset often means a more severe reaction. Symptoms may start mild and quickly become serious, including:

- Skin reactions, including hives along with itching, and flushed or pale skin (almost always present with anaphylaxis)
- A feeling of warmth
- The sensation of a lump in throat
- Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing and/or swallowing
- A weak and rapid pulse
- Nausea, cramps, abdominal pain, vomiting or diarrhea
- Dizziness or fainting

Intervention

It's important to be prepared for this type of emergency and make sure you have epinephrine readily available.

Reactions with delayed onset might give you time to question, observe, prepare and obtain a verbal consent to administer epinephrine. However, reactions can also occur immediately, so you need to be prepared to do the interventions simultaneously.

It's important that epinephrine is protected from light, so keep the epinephrine in the red tube until ready for use. Epinephrine should be stored at a controlled room temperature of 59°F - 86°F (15°C - 30°C). Do not expose epinephrine to extreme temperatures and do not refrigerate epinephrine.

Before the event, verify the epinephrine's color, clarity, and expiration date. Do not use if discolored, cloudy, contains particles, or is expired.

Each red epinephrine tube contains the following:

- 3 syringes (1mL, 1-inch VanishPoint® safety syringes) with needles attached
- Alcohol wipes
- 1 single dose vial of Adrenalin
 - TotalWellness sends single dose vials of Adrenalin (epinephrine injection, USP) 1 mg/mL, 1:1000. Each single dose vials contains 1mL of epinephrine solution
- Administration instructions

Anaphylactic Response Steps

1. Check and maintain airway, breathing and circulation throughout intervention.
2. Designate someone to call 911/EMS and someone to clear the room for privacy.
3. Maintain the individual in a safe position, flat on his or her back. If the individual is having trouble breathing the head may be elevated provided blood pressure is adequate to prevent loss of consciousness. If blood pressure is low, elevate legs.
4. Invert vial to re-suspend the epinephrine.
5. Carefully remove vial cover to expose rubber top without contaminating it.
6. Wipe rubber top with alcohol and allow to dry.
7. Carefully remove syringe cap without contaminating the needle or inside of cap.
 - Epinephrine kit is supplied with a 1 mL syringe with an attached 1-inch needle.
8. Draw up the appropriate dose of epinephrine.
 - Adults 66 pounds or more: 0.3 mL to 0.5 mL, with a maximum single dose of 0.5 mL.
9. Remove any air bubbles from the syringe carefully to avoid losing any of the epinephrine solution.
10. Administer the epinephrine into the anterolateral aspect of the thigh, intramuscularly, using appropriate administration technique.
 - Don't administer the injection into the buttocks.
 - Administer the injection through clothing if necessary.
11. Properly dispose of the needle and syringe in the sharps container.
12. Massage the site to counteract possible vasoconstriction and to enhance absorption.
13. Monitor the individual until EMS arrives. Perform CPR if necessary.
14. If symptoms persist or become worse, you can repeat the epinephrine dose every 5 to 10 minutes up to 3 doses depending on the participant's response. The EMS usually arrives before that is necessary.
 - You may draw up additional doses from the same single-dose vial as long as all doses drawn up from the vial are administered to the same participant and are only used for this single case/procedure.
 - Use a new syringe with a new needle for each repeated dose.
 - Do not administer repeated injections at the same site, as the resulting vasoconstriction may cause tissue necrosis.
 - Discard the vial at the end of the procedure and do not store for future use.
15. Fill out an Incident Report for our TotalWellness records and call TotalWellness at 888.434.4358 to report the incident. Make note of the epinephrine lot number on the Incident Report. If applicable, submit a VAERS report.

Vasodepressor Reactions/Vasovagal Syncope and Panic Attacks

Sometimes vasodepressor reactions/vasovagal syncope and panic attacks are confused with anaphylactic reactions. Vasodepressor reactions/vasovagal syncope and panic attacks are physiological responses to stress. That means the person is reacting to the stress of the service provided such as the physical injection, rather than the contents of the vaccine.

Be sure to distinguish between this physiological reaction, and anaphylaxis because the treatment for anaphylaxis - epinephrine - can make the anxiety of a vasodepressor reaction or panic attack worse.

Symptoms of vasodepressor reactions/vasovagal syncope can include:

- Fainting
- Pallor
- Weakness
- Hypotension
- Sweating
- Nausea
- Sometimes vomiting

Vasodepressor reactions/vasovagal syncope are characterized by a slow heartbeat (usually under 60 bpm), but cutaneous symptoms such as swelling, hives, itching and flushing won't be present. The skin usually appears pale, cool and moist. Remember these characteristics when distinguishing between reactions.

Panic attacks might include:

- Anxiety
- Feelings of intense apprehension or terror
- Dizziness
- Sweating
- Shortness of breath
- Chest pain or palpitations

None of the other symptoms of anaphylaxis, such as wheezing or itching, will be present in a panic attack. Keep that in mind when distinguishing between the two.

Intervention

If possible, have the individual lie down on his or her back with his or her feet elevated. Tell the participant to take slow, deep breaths. Have someone stay with him or her to maintain a safe position, provide comfort and place cool paper towels on the individual's forehead.

Complete an Incident Report and return it to TotalWellness. Vasodepressor Reactions/Vasovagal Syncope and Panic Attacks can happen at both health screening and flu shot event.

Exposure Control Plan

To abide by OSHA standards, TotalWellness has developed an exposure control plan for client events. The plan is available within the TotalWellness Scheduling System under the “Resources” link.

The most common on-site exposure to bloodborne pathogens is when a nurse accidentally sticks herself/himself with a used needle. If this happens, follow the steps below.

1. Remain calm.
2. Politely excuse yourself and inform the involved participant and site contact that a needle stick injury has occurred.
 - Ensure the participant understands that you, the nurse, are the one at risk.
3. Encourage bleeding of the site and clean it thoroughly with soap and water.
4. Fill out an Incident Report and attach it to the involved participant’s Consent Form. Send both back to TotalWellness with the rest of the completed Consent Forms.
5. After your event is complete, call TotalWellness at 888.434.4358 to report the incident and receive further instruction.

Vaccine Adverse Event Reporting System (VAERS)

In an effort to assist the CDC and FDA to monitor the safety of all vaccines, any suspected adverse reaction to a flu shot will need to be reported by the nurse who administered the vaccination to the Vaccine Adverse Event Reporting System (VAERS) at the U.S. Department of Health and Human Services (DHHS). VAERS reports can be submitted at <https://vaers.hhs.gov>.

A copy of the VAERS submission confirmation should be sent to TotalWellness along with the incident report and participant’s Consent Form.