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| **GENERAL INFORMATION**  This standard is intended to provide guidance to pharmacists on the premises and equipment requirements for Northern Territory pharmacy businesses or pharmacy services participating in immunisation programs. |

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| **PREMISES REQUIREMENTS**  Immunisation services must be conducted in a screened area or room separate from the public. The immunisation area must:   * \*be of sufficient area to accommodate the consumer, their carer and the immuniser whilst adhering to social distancing requirements for the major part of the consultation. * \*Consider conducting preliminary administrative tasks external to the consultation room where possible. * allow sufficient space, surfaces and equipment to respond to medical emergencies including sufficient space for the consumer to lie down for the immunisation provider to manoeuvre around the consumer. * \*provide seating, appropriately placed to adhere to social distancing requirements adjacent to the immunisation service area for consumer and carers to allow observation of the consumer for at least 15 minutes following immunisation. * ensure the privacy of the consumer such that the procedure is not visible or audible to other persons. * contain a bench or table of at least 0.6m2. * For multi dose vials including COVID-19 vaccinations - Have a dedicated area (eg clean, and away from direct patient contact and distraction), separate from areas where vaccines from multi-dose vials may be drawn up, labelled, and prepared for administration.   *Note: The immunisation room/area must be dedicated to the purpose or an existing counselling room. Storerooms or staff rooms are NOT acceptable.*  *\* changes made in accordance with COVID-19 pandemic requirements February 2021.* |

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| **EQUIPMENT**   * Furniture to allow the consumer to sit or lie down (and seating for a carer). At a minimum chairs must be available. First aid couches or treatment beds may be utilised. * Sharps Disposal Container. * Dedicated bin for medical waste. * Easy access to a sink with running water for washing hands and ready access to hand sanitiser. * Approved refrigerator with appropriate monitoring. * Emergency Response Kit containing: * Adrenaline 1:1000 (minimum of 3 ampoules) * 1mL syringes and 25mm needles for IM injection (minimum of 3 of each) * Cotton wool swabs * Pen and paper to record time of administration of adrenaline * Laminated copy of ‘Recognition and treatment of anaphylaxis’ * Personal Protective Equipment (PPE) appropriate for undertaking a vaccination service. * Consumables for the delivery of a vaccine eg: needles, hypoallergenic tape and cottonwool or Bandaids. * Electronic equipment to allow practitioner access to:   + Patient information; and   + Australian Immunisation Register (AIR).   Optional: Consumer stickers or other means necessary to identify consumers who have received immunisations should they require further assistance. |

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| **PROTOCOLS**  The pharmacy must have a comprehensive policy and procedure manual for the immunisation service. In addition the following protocols must be displayed within the immunisation area.   * Health and Safety Protocol – minimising risk of needle stick injury, exposure to blood and bodily fluids and the transmission of infectious diseases is developed. * Pre-immunisation checklist for authorised immuniser. * Emergency response protocol is displayed. * Adverse events following immunisation. * Complaints protocol.   Note: these protocols should be on public display. |

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| **RECORDS AND INFORMATION**   * Consumer information including risks of vaccinations and risks of not being vaccinated. * \*\*Immunisation consent forms. * Documented process to record and store consumer immunisation records. * Ability to generate consumer immunisation statements.   *\*\* Consent may be verbal for persons 16 years and over. It is strongly recommended individual pharmacies or pharmacy groups develop their own policy on application of consent.* |

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| **REFERENCES**  Each immunisation pharmacy service must have access to up to date versions of:   * National Vaccine Storage Guidelines: Strive for 5.   [National Vaccine Storage Guidelines ‘Strive for 5’ | Australian Government Department of Health](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5)   * Australian Immunisation Handbook.   [The Australian Immunisation Handbook (health.gov.au)](https://immunisationhandbook.health.gov.au/)   * \*\*\*COVID-19 vaccination – Site requirements for community pharmacies   [COVID-19 vaccination – Site requirements for COVID-19 vaccination in community pharmacies | Australian Government Department of Health](https://www.health.gov.au/resources/publications/covid-19-vaccination-site-requirements-for-covid-19-vaccination-in-community-pharmacies)   * \*\*\* ATAGI Guiding principles for maintaining immunisation services during COVID-19 pandemic   [ATAGI Guiding Principles for maintaining immunisation services during COVID-19 pandemic | Australian Government Department of Health](https://www.health.gov.au/resources/publications/atagi-guiding-principles-for-maintaining-immunisation-services-during-covid-19-pandemic)  \*\*\* Required reference only if COVID-19 immunisations are undertaken |

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| **ACKNOWLEDGEMENTS**   * Professional Practice Standards Version 6, 2023, Pharmaceutical Society of Australia.   [Professional Practice Standards (psa.org.au)](https://my.psa.org.au/s/article/Professional-Practice-Standards)   * Victorian Pharmacy Authority Guidelines – current online version.   [VPA-Standards\_FINAL\_20220707.pdf (pharmacy.vic.gov.au)](https://pharmacy.vic.gov.au/wordpress/wp-content/uploads/2024/03/VPA-Standards_FINAL_20220707.pdf) |