



Pharmacy Society
of Wisconsin

PSW OFF-SITE IMMUNIZATION CLINIC GUIDE

Prepared by:

Community Pharmacy Advisory Committee
Immunization Subcommittee



Off-Site Clinic Supplies Checklist

Items	Quantity	Items	Quantity
Immunizations: <ul style="list-style-type: none">• Influenza• Influenza (High Dose)• Influenza (Live, Intranasal)• COVID-19• Herpes Zoster• Pneumococcal• Tdap• • • • 		Sterile Alcohol Pads	
		Bandages	
		Cotton Balls	
		Safety syringes and needles (25G, 1 inch)	
		Safety syringes and needles (25G, 1 ½ inch; for Men > 260 lbs, Women > 200 lbs)	
Cold Chain Storage Container(s)		Vaccine Administration Records (for each vaccine being administered)	
Sharps Container(s)		Vaccine Information Statements (for each vaccine being administered)	
Vinyl Gloves <ul style="list-style-type: none">• Small• Medium• Large• Extra Large			

Off-Site Emergency Supplies Checklist

Items	Quantity	Items	Quantity
Epinephrine Auto-Injectors 0.3mg/0.3mL		Oral Syringes	
Epinephrine Auto-Injectors 0.15mg/0.3mL		Blood Pressure Monitor	
		CPR Pocket Mask	
Diphenhydramine 25 mg capsules		Cold Compress	
Diphenhydramine 12.5 mg capsules		Anaphylaxis Action Procedure (Appendix A)	
IM Diphenhydramine		Diphenhydramine Dosing Instructions (Appendix B)	

Off-Site Immunization Clinic Workflow:

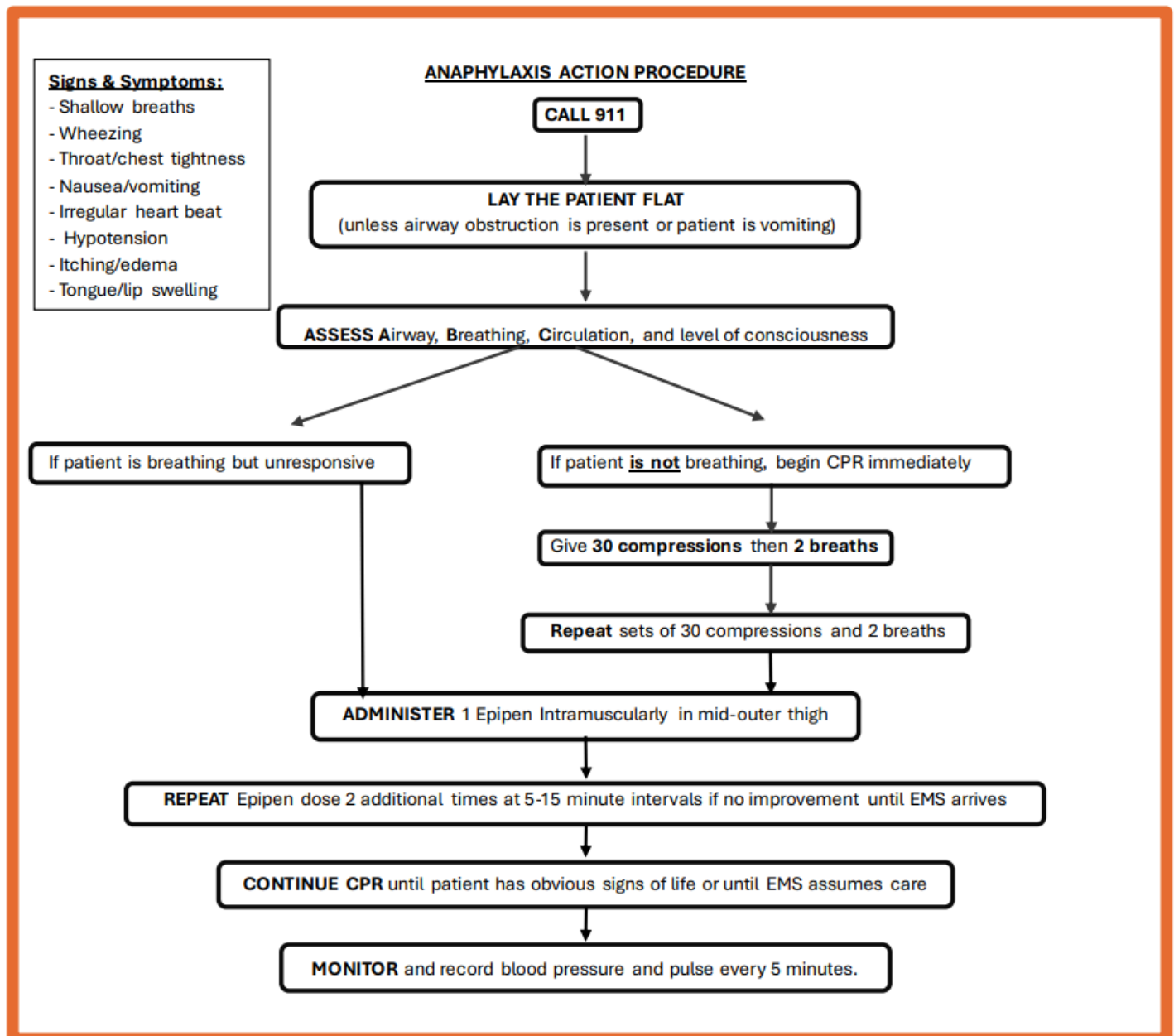
1. Gather the patient's name, and begin the check-in process for your clinic.
2. Provide the patient with any necessary forms for them to fill out and informational sheets (VARs, Vaccine Information Statements, etc.).
3. As able at off-site location and before vaccination, the pharmacy staff should review the patient's need for the vaccination being provided:
 - Review the patient's immunization history. Immunization histories can be found in medical records, personal vaccination cards, and immunization information systems (IISs) or registries (like the Wisconsin Immunization Registry (WIR)).
 - Assess the appropriateness of the immunization by using the current Advisory Committee on Immunization Practices (ACIP) immunization schedule (child/adolescent or adult) to determine what recommended vaccines are needed based on the patient's immunization history.
4. Before vaccination, pharmacy staff should screen the patient for contraindications and precautions, even if the same vaccine was administered previously. A patient's health status or the recommendations for contraindications and precautions may have changed since the last dose was given. Screening helps prevent adverse reactions such as anaphylaxis. At each vaccination, use a standardized screening tool to assess patients consistently and correctly. Save this either as a hard copy or digitally as part of the patient's medical record.
5. Educate the patient (or parent if vaccinating a child) on the vaccine being provided and allow time for addressing questions and concerns. Provide the vaccine information statement (VIS) before the vaccine is administered to allow time for patients to review it prior to speaking with pharmacy staff.
6. Prepare the vaccine for administration using aseptic technique and follow infection prevention guidelines when preparing vaccines. Prepare vaccines in a clean area away from where the patient is being vaccinated and away from any potentially contaminated items. Staff should complete proper hand hygiene before preparing vaccines. Use a separate needle and syringe for each injection. Always check the expiration dates on the vaccine and diluent, if needed. NEVER use expired vaccines, diluent, or equipment.

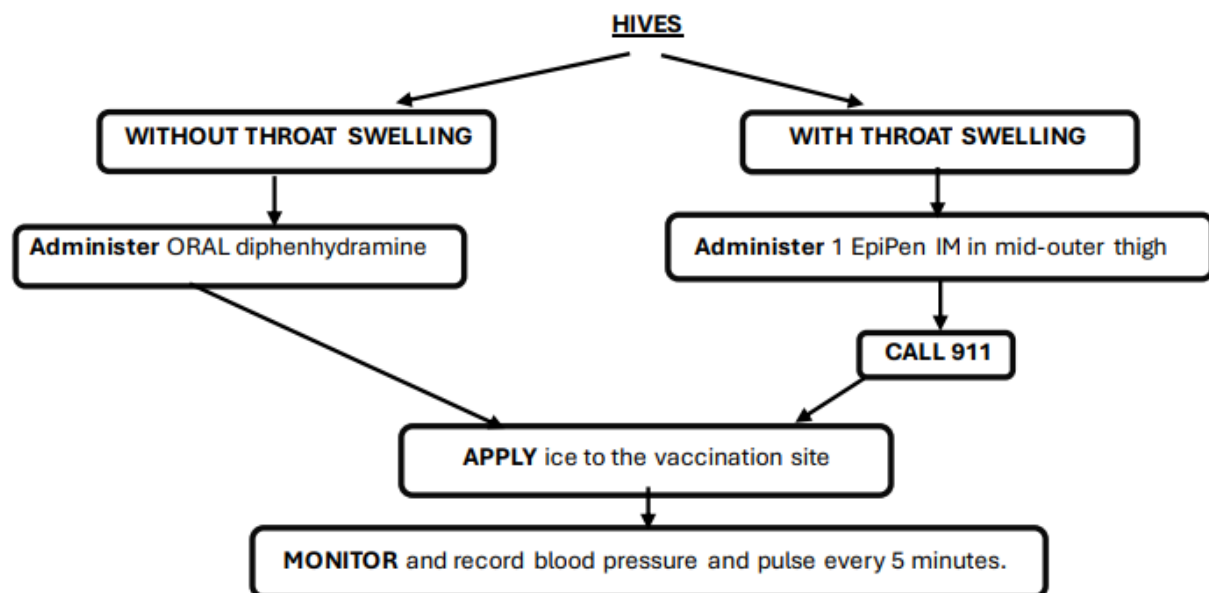
Prepare vaccines only when you are ready to administer them and only administer vaccines you have prepared.

7. Administer the vaccine.
8. Document the vaccination on the patient's VAR.
9. After the off-site immunization clinic, bill and document the vaccination using pharmacy software. Be sure to include vaccine, date of administration, vaccine manufacturer, vaccine lot number, route of administration, site of administration, name and title of the person who administered the vaccine, address of the facility where the permanent record will reside, date of VIS, and the date the VIS was given to the patient or parent/guardian.
10. Ensure WIR submission. If pharmacy software automatically reports to WIR, make sure it does so within 24 hours of vaccine administration.

Appendix:

Appendix A: Anaphylaxis Action Procedure





Appendix B: Diphenhydramine Dosing Instructions

Oral Diphenhydramine Dosing Card

Children: 1 mg/kg/dose by mouth every 6-8 hours, max of 50 mg/dose

Adolescent/Adult: 25–50 mg/dose by mouth every 4-6 hours

Age	Average Weight		Diphenhydramine 12.5mg/5mL (Dosing in mL)
	Girls	Boys	
6 years	44 lbs (20 kg)	46.2 lbs (21 kg)	8 mL
7 years	50.6 lbs (23 kg)	50.6 lbs (23 kg)	9 mL
8 years	56.1 lbs (25.5 kg)	57.2 lbs (26 kg)	10 mL
9 years	63.8 lbs (29 kg)	62.7 lbs (28.5 kg)	11.5 mL
10 years	72.6 lbs (33 kg)	70.4 lbs (32 kg)	13 mL
11 years	81.4 lbs (37 kg)	79.2 lbs (36 kg)	14.5 mL
12 years	91.3 lbs (41.5 kg)	89.1 lbs (40.5 kg)	16 mL
13 years	101.2 lbs (46 kg)	100.1 lbs (45.5 kg)	18 mL
14 years and above	108.9 lbs (49.5 kg)	112.2 lbs (51 kg)	20 mL

Milliliter to Milligram Dose Conversion

10 mL = 25 mg

20 mL = 50 mg

1. Average Weights and Surface Areas. In: *Lexi-Drugs*. Lexicomp; 2024. Updated on February 24, 2024. Accessed on February 26, 2024. http://online.lexi.com/lco/action/doc/retrieve/docid/patch_f/4100?searchUrl=%2Fco%2Faction%2Fsearch%3Fq%3Daverage%2520weight%26t%3Dname%26va%3Daverage%2520weight
2. *Diphenhydramine*. In: *Lexi-Drugs*. Lexicomp; 2024. Package insert. Updated on February 24, 2024. Accessed on February 26, 2024. https://online.lexi.com/lco/action/doc/retrieve/docid/patch_f/1827019?cesid=6bJAWBojcBQ&searchUrl=%2Fco%2Faction%2Fsearch%3Fq%3Ddiphenhydramine%26t%3Dname%26acs%3Dtrue%26acq%3Ddiphen#dop