

# Immunisation Policy Document

Title	Ordering Free Vaccines
Location	<a href="http://www.health.sa.gov.au/pehs/immunisation-index.htm">www.health.sa.gov.au/pehs/immunisation-index.htm</a>
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References	NHMRC <i>The Australian Immunisation Handbook</i> 9th Edition 2008 <sup>1</sup>

## Vaccines

### 1.1 All childhood and adult vaccines on the National Immunisation Program are available to immunisation service providers free of charge

These vaccines can be ordered from the Vaccine Distribution Centre (VDC) located within the Immunisation Section.

### 1.2 Additional vaccines

#### 1.2.1 New Arrival Humanitarian Refugee Immunisation (NARI) program in South Australia

Vaccines are provided free of charge to NARI program providers. All other immunisation providers must obtain approval from the Immunisation Section nurse for each individual case/dose.

#### 1.2.2 Monovalent Inactivated Poliomyelitis Vaccine (IPV) for children less than 7 years of age

Approval must be obtained from the Immunisation Section nurse for each case/dose.

#### 1.2.3 Hepatitis B Vaccine

The Hepatitis B vaccine is free for specific groups only – refer to Policy Number 5.

Providers requiring more than 3 paediatric and 3 adult doses must obtain approval from the Immunisation Section nurse prior to placing the order.

### 1.3 In South Australia, each immunisation service provider has a designated delivery day scheduled each fortnight

1.3.1 Every provider is allocated a **Customer ID Number** and a **Delivery Area Number**

1.3.2 For information about your delivery day refer to the *'Delivery Schedule'*, available from the VDC

1.3.3 Vaccines are delivered between 9am and 5pm Tuesday to Friday (excluding Public Holidays). The Delivery Schedule indicates alterations to the ordering and delivery days if your designated delivery day is scheduled for a public holiday

1.3.4 For information about your customer ID number, area number or designated delivery day or if you have problems with any part of your vaccine order, please phone the VDC on **(08) 7425 7139**

**Please note:** If your Clinic/Surgery is closed for any period during business hours please contact VDC prior to this delivery day **and ensure all closing times are noted on each vaccine order.**



**Any vaccines not delivered to the provider will be returned to the warehouse for delivery the following fortnight**

## 1.4 Vaccine Ordering

**Vaccine orders can be faxed on vaccine order forms to the VDC on (08) 8226 6453 or (08) 8226 6449. All orders must be faxed. Phone orders will only be accepted in special circumstances (e.g. fax breakdown).**

The Vaccine Distribution Centre (VDC) is staffed 9am to 5pm Monday to Friday. An answering service and fax facility is available at other times.

1.4.1 Contact VDC on (08) 7425 7139 to speak with a VDC officer. Please leave your details (customer ID, name of organisation, contact number and message) if the VDC officer is unavailable.

1.4.2 A copy of the 'Vaccine Order Form' is distributed with each vaccine delivery and available at [www.health.sa.gov.au/pehs/immunisation](http://www.health.sa.gov.au/pehs/immunisation)

1.4.3 Providers must submit only completed order forms that document **the stock remaining in the fridge**, the number of doses required and the number of expired stock to be discarded (if relevant).

Incomplete vaccine order forms will not be processed and providers will be notified.

## 1.5 Placing vaccine orders to minimise wastage

1.5.1 To reduce the risk of vaccine wastage (for example following a power outage or fridge malfunctions) providers are encouraged to order only the vaccines you estimate will be required until the next delivery in 2 weeks. (refer to below formula)

1.5.2 Rotate stock each delivery and check expiry dates – refer to Policy Number 2: **Management and Storage of Vaccines**

The following formula may assist providers when placing **fortnightly** orders.

The application of this formula may streamline the ordering process so that only the amounts of vaccines required are ordered.

Vaccine Delivery Day	Vaccine Ordering Day	Formula for ordering vaccine	Total amount to re-order
Document total stock numbers in the fridge (when vaccines are delivered and put away in the fridge)	Document the total stock used during the previous fortnight	Order the numbers of stock used in the previous fortnight plus 10%	Place order
<b>Example</b> <i>Meningococcal C</i>	<i>Meningococcal C</i>	<i>Meningococcal C</i>	<i>Meningococcal C</i>
<i>Total 20 doses (in fridge)</i>	<i>10 doses left in fridge. So 10 doses have been used.</i>	<i>10 doses (used) + 10% = 1 dose</i>	<i>Order 11 doses</i>

1.5.3 **Metropolitan** orders must be faxed to the VDC no later than 12 midday.

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one day prior to the designated delivery date (refer to the delivery schedule)

**Rural** orders must be faxed to the VDC no later than 4pm, 2 days prior to the designated delivery date (refer to the delivery schedule)

**Please note:** If orders are not placed by the stated cut-off times, the order will automatically be scheduled for the following delivery fortnight.

## 1.6 Access to vaccines outside of the designated delivery schedule

In special circumstances immunisation providers can contact the VDC to access additional supplies of vaccines outside of their normal delivery day. Each request is to be notified to the VDC officer who will determine whether an additional delivery is to be approved.

The process for ordering and receiving **additional** supplies:

### 1.6.1 Metropolitan Immunisation Service Providers

A collect from warehouse **can** be negotiated with the VDC **before 4pm**. Providers are required to arrange for their own collection of additional orders at their own cost. These orders can be collected from the vaccine storage warehouse between 10am and 12pm, Monday to Friday following prior arrangement with VDC.

### 1.6.2 Rural Immunisation Service Providers –

An additional delivery must be negotiated with the VDC **before 4pm**. These orders will be processed within 2 days and distributed as normal.

## Contact

Immunisation Section  
Communicable Disease Control Branch  
SA Health

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11 Hindmarsh Square  
Adelaide SA 5000

PO Box 6, Rundle Mall  
Adelaide SA 5000

Tel 1300 232 272  
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Email: [cpcb@health.sa.gov.au](mailto:cpcb@health.sa.gov.au)  
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