

COVID – 19 Booster Vaccine Home Manager Checklist: Spring 2023

Agreed Start Date 12 April 2023 -Target End date 31 May 2023

Item	Action	Additional Comments
1.	<p>List of Residents:</p> <ul style="list-style-type: none"> • Name • DOB • Age • H&C • Allergy Status • Additional Information to be cross checked with Vaccine Checklist • Consent obtained • Highlight bariatric residents (different needle required for administration.) 	<p>Must be exact list of residents who have consented to have the COVID Vaccine. The exact number of doses will be taken by pharmacy to the Care Home.</p>
2.	Provide a name of the manager or senior on duty with contact number.	
3.	<p>Preparation of Residents for Vaccination:</p> <ul style="list-style-type: none"> • Care Home Manager/Senior or Care Assistant to be identified on the day(s) of the vaccination clinic to work alongside side the Pharmacist to prepare the resident for vaccination to: <ul style="list-style-type: none"> ➤ identify and confirm resident identity ➤ To reassure any resident who may become upset during the vaccination process <p>Care home staff will be required to:</p> <ul style="list-style-type: none"> ➤ To assist residents with removing layers of clothes/ changing them 	<p>Pharmacists and their team of vaccinators are not trained to complete moving and handling tasks with residents.</p> <p>Please ensure a member of staff accompanies the vaccinator at all times they are with residents during the vaccination session throughout the home.</p>

	<p>to a suitable position for injection if required.</p> <p>Community Pharmacy would please request:</p> <ul style="list-style-type: none"> ➤ Residents to wear a short sleeved or loose-fitting shirt/blouse or top to provide ease of access to both upper arms for vaccination. ➤ Request Residents to avoid wearing layers of long-sleeved clothes on the day of vaccination. <p>For bedfast residents Care home staff are asked to ensure that:</p> <ul style="list-style-type: none"> ➤ They are dressed in short sleeved pyjamas/night dress on the day of vaccination. 	
4.	<p>Equipment:</p> <ul style="list-style-type: none"> ➤ Trolley to transport vaccination equipment e.g. sharps box 	
5.	<p>Day room set-up to accommodate vaccination</p> <p>NB: Vaccinators will be able to administer Covid vaccine to residents who are unable to attend day room.</p>	
6.	<p>Room or quiet area for vaccines to be stored and Team Lead/Admin to use as base.</p>	
7.	<p>On day of vaccination programme, if a COVID 19 outbreak is apparent – The Care Home Manager MUST inform the contact Community Pharmacist by 7am</p>	<p>It is possible to vaccinate a home that is in outbreak. Please refer to the vaccinating in a home during outbreak guidance.</p>

