

Vermont Psychiatric Care Hospital Policy and Procedure		
Vaccines		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

The purpose of this policy is to establish guidelines for ordering, prescribing, administering, and documentation of vaccines to the individuals at the Vermont Psychiatric Care Hospital (VPCH).

VPCH requires a clear and accurate medication order from a Doctor of Medicine or Osteopathy to prescribe vaccines – for example, yearly Influenza vaccine and Pneumococcal vaccines or Covid 19 vaccines. Individuals need to consent and receive information on the vaccines. Documentation must occur within the Electronic Health record for the vaccine administration and verification of the vaccine information sheet (VIS) or Emergency Authorization for Use (EAU) given and explained to the individual.

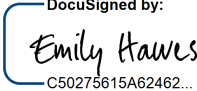
PROCEDURE

1. The Prescribing Doctor will address with the hospitalized individual's need for vaccine.
2. VPCH will not have a hospital specific protocol. The Prescribing Doctor shall address every individual regarding the ordering and administration of vaccines.
3. Orders for the Medication and VIS or EAU will be entered into the Electronic Medical Record.
4. An indication for use for each vaccine ordered for that individual should be documented in the individual's hospital medical record.
5. Upon orders in the Electronic Health record, pharmacy will dispense the vaccine upon request to the Medication Nurse.
6. Staff and Education- Individuals involved in the medication management of the hospitalized individual should know the reason for the medication being prescribed, dispensed, and administered, as recorded within their medical record. All individuals must be given written information about any vaccine that VPCH is administering and must understand the reason and consent for these medications to be administered.
7. All vaccines will be recorded in the Electronic Health record upon administration. The Date, Time, RN initials, Location of the injections, Lot number of the vaccine and Expiration date will be recorded in the electronic record. This information will remain in the immunization section of that individual's chart. Documentation of the VIS or EAU will remain in the EHR's medication administration record.
8. The Hospitalized individuals will be monitored after receiving vaccines for side effects and possible allergic reactions. The Physician will be alerted if any reaction occurs. Epinephrine pens will be available during the vaccination process and well as pharmacist on site.
9. For Covid-19 vaccinations- All individuals receiving this vaccine will receive a Covid vaccination card upon discharge for their records.

10. Any vaccine administered at VPCH will be documented in the Vermont Immunization Program for all individuals and their providers.

References

Joint Commission M.M. 04.01.01

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	9/25/2024