

VFC TIP Sheet: School Based Clinics (SBC)

Issues and Steps to follow:

- 1) Delivery of vaccine to correct clinic location in school buildings:**
 - Indicate on shipping information to bring to clinic inside building.
 - Encourage shipping only on Tuesday, Wednesday and Thursdays, as many schools use Monday and Fridays as days off.
 - Boxes say refrigerate or frozen, train staff to respond.
 - Notify school staff and attend building meetings to educate on the need to get vaccine to clinic ASAP and not leave in areas with other deliveries.

- 2) Closing of SBC for various reasons:**
 - If SBC is closed due to weather, vaccine delivery should be attempted the next day. Remember that McKesson ships vaccine overnight in most situations. This may save vaccine in these situations.
 - Look at next month's school schedule and adjust shipping days to not include scheduled days off before placing order.
(Example: if off on Tuesday next month, then change shipping days to not include Tuesdays)
 - Know that shipping days can change with each order, must indicate them on the top of your vaccine order form.
 - Once order has been submitted to CDC by MDCH, it cannot be canceled.
 - SBC responsible for vaccine if shipped on day school is closed.

- 3) Vaccine Losses:**
 - SBC is enrolled in VFC, they are responsible for vaccine loss, expectations are they will be there on their listed shipping days and hours of operation.
 - Rotate stock and do monthly inventory count to avoid expirations.
 - It may be hard at first to determine amount of vaccine needed at SBC, mostly used at school reporting periods. VFC encourages small vaccine inventories and MCIR recalls to assist in getting kids complete on vaccine series and vaccine isn't wasted.
 - Notify LHD of any vaccine due to expire in 6 months or less.
 - Post signs on outlets and breaker boxes of who to notify before cutting off power to refrigerators and freezers.
 - Suggest SBC sent a letter to the Superintendent and Director of Maintenance for the school district, explaining the need to protect vaccine in SBC. Encourage that letter contains dollar amount of vaccines being stored and responsibility of reimbursement if a loss occurs.

- School may be responsible if maintenance staff ignored SBC steps to follow and did not notify SBC staff of power shut down.
- Attend school building meetings to share with building staff of the need to follow SBC emergency call numbers to protect vaccine.

4) Summer Vaccine Storage:

- SBC responsible for vaccine inventory.
- Must coordinate with LHD to transfer to sponsor clinic during summer months.
- Vaccine may remain at SBC only if clinic is remaining open for the summer and temperatures will be monitored.
- Vaccine can never be left at SBC if closed for the summer.
- LHD may take back vaccine if temp logs are accurate and within acceptable limits.

5) FQHC Status:

- The site may be under an FQHC, but not have full FQHC privileges, might only offer childhood vaccines.
- If FQHC provides privileges, they could offer adult vaccines.
- FQHC responsible for vaccine losses and summer storage, if sponsoring SBC.
- FQHC may ask to transfer vaccine to another SBC with LHD approval to avoid expiration during the school year.

SBC clinics are VFC providers and must comply with VFC policies. LHD is always the PPOC(Primary Point of Contact) for SBCs. All vaccine doses administered at a SBC must be recorded in MCIR. VIM must be in place and supporting documents submitted with any VFC vaccine orders. SBCs should only contact McKesson vaccine viability phone line at (877-836-7123) if temperature monitors indicate possible compromised vaccine at time of delivery.