

Suggested Supplies Checklist for Pediatric and Adult Immunization Clinic

Vaccines*

- Diphtheria, tetanus, and pertussis (DTaP)
- DTaP-HepB-IPV (Pediarix)
- DTaP-Hib (Trihibit)
- DTaP-Hib-IPV (Pentacel)
- DTaP-IPV (Kinrix)
- Haemophilus influenzae type b (Hib)
- Hepatitis A
- Hepatitis B
- Hep B-Hib (Comvax)
- Hep A-Hep B (Twinrix)
- Human papillomavirus (HPV)
- Influenza, trivalent injectable (TIV) (*in season*)
- Measles, mumps, rubella (MMR) and diluent
- Meningococcal and diluent
- Pneumococcal conjugate (PCV)
- Pneumococcal polysaccharide (PPSV)
- Polio, inactivated (IPV)
- Rotavirus (RV)
- Tetanus-diphtheria, adult (Td)
- Tetanus, diphtheria, and pertussis (Tdap)
- Influenza, live attenuated intranasal (LAIV) (*in season*)

Frozen

- Measles, mumps, rubella, varicella (MMRV) and diluent
- Varicella and diluent
- Zoster (shingles) and diluent

Note: do not place diluent in container with dry ice.

For instructions on how to pack and transport vaccines, go to www.immunize.org/catg.d/p3049.pdf

Emergency Kit*

- Standing orders for medical emergencies[†]
- Aqueous epinephrine USP (1:1000), in ampules, vials of solution, or prefilled syringes (including Epi-Pens)
- Diphenhydramine (Benadryl) injectable (50 mg/mL solution) and oral in 25 or 50 mg tablets
- 1–3 cc syringes with 1", 1½", and 2" needles for epinephrine or Benadryl
- Pediatric and adult airways (small, medium, large)
- Sphygmomanometer (child, adult & extra-large cuffs) and stethoscope
- Pediatric & adult size pocket masks with one-way valve
- Cell phone or access to an on-site phone
- Flashlight & extra batteries (*for examination of mouth & throat*)
- Wrist watch Alcohol swabs
- Tourniquet Tongue depressors

Miscellaneous Office Supplies

- Calendar Stapler/staples
- Pens, black and red Rubber bands
- Files Tape
- Scissors Paper clips
- Pad of paper

Vaccine Information Statements (VISs)*[†]

- DTaP/DT/DTP Polio
- Hepatitis A PCV
- Hepatitis B PPSV
- HPV Rotavirus
- Hib Td/Tdap
- Influenza (TIV) Varicella
- Influenza (LAIV) Zoster (shingles)
- MMR Multi-vaccine
- Meningococcal

Clinic Charts

- Immunization clinic standing orders and protocols[†]
- Vaccination administration records[†] (*for medical charts*)
- Billing forms
- Screening Questionnaire for Childhood Immunization[†]*
- Screening Questionnaire for Adult Immunization[†]*
- Summary of Recommendations for Childhood and Adolescent Immunization[†]*
- Summary of Recommendations for Adult Immunization[†]*
- Immunization record cards for patients[‡]
- Release of information forms
- Notification of Vaccination Letter[†]* (to send to primary clinic)
- Vaccine Adverse Events Reporting (VAERS) forms
- List of clinics, phone #s, and other referral sources
- Suggested Supplies Checklist for Pediatric & Adult Immunization Clinic[†]* (this form)
- Schedules with dates for future clinics

Vaccine Supplies*

- 2 “Sharps” disposal containers
- 1 box of 3 cc syringes
- 22–25g needles
 - ⅝"; 1"; 1½"; 2"
- 1 box of medical gloves
- Alcohol wipes
- Spot bandaids Rectangular bandaids
- 1" gauze pads or cotton balls
- Thermometers
- Probe covers for thermometer
- Certified calibrated thermometer for vaccine cooler
- One cloth towel
- Paper towels
- Bleach solution in spray bottle

* Always check the expiration dates of all vaccines, medications, and medical supplies before using! In addition, be sure to check that you have the most current versions of the VISs. To learn more about VISs, visit www.immunize.org/vis.

[†] These materials are available at www.immunize.org/print materials.

[‡] These materials may be purchased at www.immunize.org/shop.