BrisDoc Patient care by people who care

NHS

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Administration of vaccines given by Health Care Assistant (HCA) Standard Operating Procedure

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Introduction

This Standard Operating Procedure (SOP) sets out the requirements and processes for vaccine administration by Health Care Assistants (HCAs) in BrisDoc practices.

This includes the vaccines that can be given, by whom, and the necessary steps to ensure safety and quality of service delivery.

The duty to administer the vaccine is delegated by the responsible clinician to the HCA, with supervision by trained and registered staff e.g. Nurse Practitioner, Practice Nurse, Treatment Room Nurse.

Inclusion Criteria

For this SOP to be deployed the following criteria MUST be met.

- Patient is aged 18 years or over
- Patient has the capacity to consent
- A reason for receiving the vaccine is recorded in their notes (e.g. condition, age)
- A PSD is written in the notes to include the drug, dose, frequency and site of administration and who is authorised to administer
- Vaccine has been stored in accordance with the SPC and cold chain requirements
- An anaphylaxis pack containing adrenaline 1:1000 and a Laerdal face mask should be available
- A registered health professional should be on the premises

If all the criteria are met, the HCA may proceed to administer the vaccine by IM injection, deep Sub-Cutaneous injection, or nasal administration determined by the authorised prescriber.

Requirements of the HCA

To be eligible to administer vaccines, the HCA must:

- have successfully completed relevant injection training, a programme of supervised practice and an assessment of competence
- have received up-to-date training in anaphylaxis and basic life support
- have online access to *Immunisation against Infectious Disease* (the Green Book)
- be aware of and comply with other relevant policies such as those relating to infection control and consent
- demonstrate competence as part of the continued professional development

Vaccination Checklist

The below checklist MUST be followed for each administration. The findings and action taken must also be recorded in the clinical record for the patient.

1. Has this vaccine been prescribed for this patient and a PSD completed?
2. Is this the correct patient?
3. Is the patient eligible?
4. Does the patient consent to vaccination?
5. Is it safe to use this injection site?
    a. Check for broken skin, lymphoedema, mastectomy or lymph node removal in that region?
6. Has the vaccine been stored correctly?
7. Is this the correct vaccine and dose check the vaccine expiry date?
    a. Also record the Batch Number

If the answer to any of these questions is **no**, stop and refer to a registered health professional before proceeding.

8. Are they unwell with a fever today?
9. Are they allergic to any components of this vaccine?
10. Does the patient have any problem with their immune system?
11. Are they taking an anti-coagulant such as Warfarin, Heparin, and Non-vitamin K oral anticoagulants ('NOAC's)?
12. In the case of Fluenz Tetra - do they, or any household members, have a problem with their immune system?

If the answer to any of these questions is **yes**, stop refer to a registered health professional before proceeding.

Recording

To record the vaccination, select 'Immunisation Advice' (F12 protocol) and include all of the information from the above checklist in the clinical record.

Adverse Reaction

All reactions should be seen by a GP or Nurse.

If an adverse reaction occurs:

1. Summon assistance from a registered health professional
2. Record event and actions taken in patient's notes
3. Inform patient's General Practitioner as soon as possible

Monitoring

This SOP will be reviewed annually, or sooner when necessary.

Version Control

Date	Version	Author	Change Details
17/07/25	1.0	Keely Shepherd	New SoP