



Vaccine Administration Checklist

California COVID-19 Vaccination Program



Use this guidance to help ensure your patients receive sufficient protection after vaccination and to minimize revaccination efforts due to administration errors. Ensure check-in staff and vaccinators are properly trained on [COVID-19 vaccine eligibility](#); ensure vaccinators are properly [trained to prepare vaccine products](#) your site will administer—paying extra attention to dilution of Pfizer COVID-19 vaccine products.

0	Screen recipients carefully and schedule appointments based on eligibility and age at date of vaccination.	Check-In Staff
<ul style="list-style-type: none"> COVID-19 vaccine dosages are based on age—not size or weight. (See COVID-19 Vaccine Eligibility Chart.) Pfizer/Comirnaty dosing interval is 21 days; Moderna dosing interval is 28 days. Don't administer 2nd dose before its recommended interval. (A 4-day grace period prior to the recommended date is permitted). For 2nd doses: Check My Turn, CAIR, or your EHR to confirm the vaccine product your patient previously received AND timing of the next dose; administration at an incorrect interval may require revaccination. Pfizer pediatric (5-11 years): If a child turns 12 years in between 1st and 2nd doses and receives pediatric vaccine for their 2nd dose, they do not need to repeat the dose; this is not considered an error per the EUA. 		
1	Carefully check the vaccine vial label against the prescribed vaccine in My Turn or your EHR.	Vaccinators
<p>Administering the wrong formulation may result in a lower-than-authorized dosage and insufficient protection.</p> <p>Pfizer Details:</p> <ul style="list-style-type: none"> Comirnaty (12+ years, gray cap & bordered label) Pfizer pediatric (5-11 years, orange cap & bordered label) formulation is labeled “Age 5y to < 12y” Pfizer 12+ years (purple cap) is not labeled with age range 		
2	Always check expiration date before preparation and administration.	Vaccinators
<p>Administration of expired vaccine may require revaccination.</p> <ul style="list-style-type: none"> See COVID-19 Vaccine Product Guide for locations of expiration date by product. Your vaccine coordinator may have written updated expiration dates on product or outer cartons. <p>Pfizer Details:</p> <ul style="list-style-type: none"> Comirnaty (12+ years, gray cap) and Pfizer pediatric (5-11 years, orange cap): Label displays <i>manufacture</i> date. Vaccines expire in 9 months; count month printed on vial as first month (e.g., if vial date is August 2021, expiration date is May 31, 2022). Pfizer 12+ years (purple cap): Label displays expiration date. Vials with an expiration date of July 2021 through February 2022 printed on the label may remain in use for three months beyond printed date. 		

3	Always check beyond-use limits before preparation and administration.	Vaccinators
	<p>Administration of vaccine past beyond-use limits may require revaccination. (See chart for limits by product.)</p> <ul style="list-style-type: none"> For <i>unpunctured vials</i>: Don't prepare or administer vaccine past the limits on the beyond-use tracking label your vaccine coordinator may have applied to the carton. For <i>punctured vials</i>: Double check the first-puncture date/time vaccinators have written on the label; use by the limit printed on the vial label then discard. <p>Pfizer Details:</p> <ul style="list-style-type: none"> Pfizer pediatric (5-11 years): 12-hour limit in fact sheet supersedes 6 hours printed on labels and cartons. 	
4	Prepare vaccine according to the manufacturer fact sheet.	Vaccinators
	<p>Prepare vaccines just before administration and in a designated area to avoid contamination.</p> <ul style="list-style-type: none"> Thaw vials for the day based on number of scheduled appointments and doses/vial. Do not refreeze vaccine. Don't pool vaccine from multiple vials to obtain one dose. Return vaccine product to storage before administration to minimize time exposed to ambient temperatures. If coadministering with routine vaccines, prepare one vaccine at a time then label and organize to prevent mix ups. If vaccinating family members, prepare vaccines for one member at a time to prevent mix ups. 	<p>Resources:</p> <ul style="list-style-type: none"> Comirnaty (12+ years) Fact Sheet Pfizer (5-11 years) Fact Sheet Pfizer (12+ years) Fact Sheet Moderna Fact Sheet Janssen (J&J) Fact Sheet <p>For a chart of thaw times, dosing volume, expiration dates & use-by limits by product:</p> <ul style="list-style-type: none"> COVID-19 Vaccine Product Guide
5	Carefully reconstitute Pfizer COVID-19 vaccine products following manufacturer fact sheets.	Vaccinators
	<p>If too much diluent is added, doses may be insufficient. Make sure diluent is used to prevent higher-than-authorized doses.</p> <ul style="list-style-type: none"> Do not dilute Comirnaty (gray cap) formulation. Double check vaccine and diluent labels. ONLY use sterile 0.9% Sodium Chloride Injection, USP. Use one diluent vial to dilute one vaccine vial then discard remaining diluent. Record dilution date/time on vaccine vial label. <p>From Pfizer:</p> <p>Use syringes with appropriate graduations to dilute with the directed 1.3 mL of saline, or estimate volume.</p>	<p>Tip: To avoid dilution errors, CDC doesn't recommend administering purple and gray cap products in a single clinic.</p> 
6	Select the correct needle for vaccine administration.	Vaccinators
	<p>Use clinical judgment to adjust length for weight and gender.</p> <ul style="list-style-type: none"> Use the same needle to withdraw and administer vaccine. Use low dead-volume syringes/needles to maximize Pfizer and Moderna volume. Due to risk of contamination, DO NOT leave a needle inserted into a vial stopper for multiple uses, reuse syringes or needles, or use vial adaptors or spikes to extract doses. 	

7	Withdraw the correct vaccine volume.	Vaccinators
	<p>Double check volume for product & dose. Once a vial is punctured, label vial with puncture date/time.</p> <ul style="list-style-type: none"> • Pfizer 5 Years of Age and Older: See Vaccine Dosage Chart for manufacturer guidance by dose. • Moderna: When using syringes that have tick marks at 0.2-mL intervals, use best judgment to draw up half-way between 0.24 mL and 0.26 mL, or use private stock with appropriate markings. 	
8	Don't exceed the number of doses in the fact sheet.	Vaccinators
	<p>Resulting volume may not provide sufficient protection. Fact sheets supersede label, carton and package insert.</p> <ul style="list-style-type: none"> • Tally doses used on the vial label to ensure you don't administer more than the recommended doses. • Moderna: When extracting only booster doses, or a combination of primary series and booster doses, do not puncture vial stopper more than 20 times to prevent contamination. 	
9	Follow consistent protocols if prefilling syringes for pharmacies or vaccination clinics.	Vaccinators
	<p>Consider dedicating a team to dispense prefilled, labeled syringes for daily vaccination clinics, and implementing an independent double check of the dilution process. Carefully follow manufacturer guidance.</p> <ul style="list-style-type: none"> • Remove one syringe at a time from wrapper, prefill syringe, and label before proceeding to the next. • Each person administering vaccines should draw up no more than one MDV (or 10 doses) at one time. • Predraw reconstituted vaccine into a syringe only when you are ready to administer it. • If predrawn vaccine is not used within 30 min of being reconstituted, follow use-by limits & discard. 	
10	Administer vaccines in the correct site and route.	Vaccinators
	<ul style="list-style-type: none"> • For children (5–10 years): If more than two vaccines are injected into a single limb, the vastus lateralis muscle of the anterolateral thigh is the preferred site because of greater muscle mass. • For people ≥11 years: The deltoid muscle can be used for more than one intramuscular injection administered at different sites in the muscle. (See illustrated guidance.) 	
11	Administer vaccine according to the manufacturer fact sheet.	Vaccinators
	<p>Confirm with recipient (or parent/guardian) which vaccine product and dose you are administering; double check their COVID-19 Vaccination Record Card if previously vaccinated.</p> <ul style="list-style-type: none"> • Distribute Fact Sheet for Recipients BEFORE administration. • After administration, observe for 15 min (30 min if has history of allergic reactions or contraindications). • Document administration data in My Turn or EHR connected to your local CAIR registry (CAIR2, SDIR, RIDE). • Give recipient Vaccination Record Card for primary series and update it for additional and booster doses. • Schedule next appointment for primary series or additional/booster doses before they leave. 	

In the Event of Administration Errors

Refer to [Interim Clinical Considerations \(Appendix A\)](#) to determine if action should be taken. Inform the recipient, and report the error to the [Vaccine Adverse Event Reporting System \(VAERS\)](#) and the [Institute for Safe Medical Practices \(ISMP\)](#) help prevent future errors or patient harm. Determine how the error occurred and review [these strategies](#) to prevent it from happening again.