

Responding to Administration Errors

California COVID-19 Vaccination Program



Incorporate [this administration checklist](#) into practice protocols to help ensure your patients receive sufficient protection after vaccination and to minimize revaccination efforts due to administration errors.

Instructions

Follow these instructions to respond to administration errors following CDC requirements.

Step	Description
1.	Inform the recipient of the vaccine administration error.
2.	Refer to CDC's Interim Clinical Considerations (Appendix C) to determine whether revaccination may be recommended. Contact the manufacturer for any questions. <ul style="list-style-type: none">• Janssen: 1-800-Janssen (1-800-526-7736)• Moderna: 1-866-MODERNA (1-866-663-3762)• Novavax: 844-NOVAVAX• Pfizer-BioNTech: 800-438-1985
3.	Contact your local CAIR2/RIDE representative to determine how the dose should be entered into the CAIR, both as an administered dose and to account for inventory.
4.	Report all COVID-19 vaccine administration errors to VAERS —even those not associated with an adverse event. <ul style="list-style-type: none">• To file an electronic report, please see the VAERS website.• Reporting to VERP is not required but strongly encouraged to help prevent future errors or patient harm.
5.	Determine how the error occurred and implement strategies (e.g., education/training) to prevent it from happening again. Tip. Use this guidance to prevent administration errors from occurring again.