

REPORTING ERRORS – COVID 19 VACCINE SOP

SETTING	Vaccination Hub (BRI and WGH)
FOR STAFF	Vaccinators and Hub staff
PATIENTS	Patients/staff receiving vaccinations

Reporting vaccine errors

- Errors or incidents in vaccine storage, preparation or administration should be reported to the vaccination session Clinical Lead as soon as possible
- The Clinical Lead should inform the Pharmacy Lead, **Jon Standing (Director of Pharmacy – Bristol)** immediately to seek advice
- Duty of Candour should be undertaken with the patient
- DATIX should be completed
- They should also be reported by the Trust Patient Safety Team to the MHRA, CQC or HSE as appropriate and recorded on STEIS/NRLA
- COVID-19 vaccine inadvertently administered to a pregnant woman should be reported to the PHE Immunisation Department (Tel: 020 8200 4400)

QUERIES	Clinical Lead for Shift (onsite); Medical Lead for shift (contacted on phone)
----------------	---