

Disposal of Damaged, Used or Expired AstraZeneca COVID-19 Vaccine at PCN Designated Sites

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1. Glossary of terms

Foundry: a web-based stock control system that is used at PCN Designated Site.

Lead GP: Lead doctor at the PCN Designated Site responsible for the safe and secure handling and management of medicines within the site.

Nominated Responsible Person: named and suitably trained team member at each vaccination site who has been delegated operational responsibility for oversight of ordering, receipt, storage and safe handling of vaccines and medicines by the Lead GP aided by the Primary Care Lead Pharmacist.

PCN Designated Site: An approved local vaccination site that meets the core requirements for COVID-19 vaccination according to the Enhanced Service Specification.

Primary Care Lead Pharmacist: the pharmacist lead for a locality in primary care, as agreed by the Regional Chief Pharmacist and often being the CCG lead pharmacist, who is responsible for supporting the Lead GP to deliver the governance requirements.

Suitably trained members of staff: Staff that have completed the requisite national training and been assessed as competent to undertake the task.

2. Purpose

This Standard Operating Procedure (SOP) describes the method to be used to safely dispose of damaged, used or expired AstraZeneca COVID-19 Vaccine (ChAdOx1 S [recombinant]) that has been consigned for destruction at PCN Designated Sites.

3. Responsibility

Suitably trained members of staff at PCN Designated Sites are responsible for the disposal of AstraZeneca COVID-19 vaccine (ChAdOx1 S [recombinant]) which has not left the site, according to this SOP.

4. Procedure

All waste must be handled in such a way as to prevent theft and misuse both on site, and after removal from the site.

- 4.1. Damaged, used or expired vaccines should be disposed of immediately. At the end of the session, any vials that have had doses withdrawn must also be discarded.
- 4.2. Ensure the label of the vial is defaced or destroyed before disposal. This is due to the risk of theft of empty packaging.
- 4.3. Vials must be disposed of in a sharps box or according to local waste management policy and procedures.
- 4.4. Any broken vials should be managed in accordance with SOP AVH6 Handling of Spillages and breakages.
- 4.5. Record the destruction and reason on the Foundry stock control system. Providing vaccine discarded information is required on a daily basis, even if no waste has occurred. The codes are given in the table below.
- 4.6. Cartons must have their labels defaced using permanent black marker pens, be destroyed by cutting the box up into pieces before disposal. Alternatively, they can be placed into a yellow or orange waste sack for incineration, as soon as possible after they become empty. The carton is the container from the manufacturer which directly holds the vials.
- 4.7. Follow local procedure for informing designated waste contractor that there is waste for collection.

Written by:

Sig.

Date:

Approved by:

Sig.

Date:

Authorised by:

Sig.

Date:

SOP AVH5

Specialist Pharmacy Service

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ID	Name	Description	Vaccine/ Medical	Consumables	PPE
1	Contamination	The item (e.g. vaccine, diluent) has been contaminated	X		X
2	Site Fridge/Freezer Malfunction	The item was stored in a temperature controlled environment that failed	X		
3	Transport Breakdown	The item was in transit between locations when the vehicle it was in broke down, resulting in a temperature excursion	X		
4	Excess Stock	Where a vaccination team reach the end of an allotted shift or job, and have surplus vaccines that cannot be returned to stock	X		
5	Expired shelf-life	Where the expiry date for the product in its current state has been exceeded	X		X
6	Waste at Point of Care	Where the prepped dose was refused by the patient	X		
7	Improper Storage	The item had not been stored in accordance with instructions (e.g. left out of fridge)	X	X	X
8	Damaged/Dropped	The item is broken (e.g. vial dropped onto concrete floor)	X	X	X
9	Lost/ Stolen	The item has gone missing and is assumed lost or stolen	X	X	X
10	Refused at Delivery	The item has been delivered in a form that is unusable (e.g. temperature excursion or damaged item)	X	X	X
11	Reconstitution/ dilution /prep error	A mistake was made when drawing up the vaccine, making the dose unusable	X		

5. Document history

Date	Version	Section	Details

Written by:

Sig.

Date:

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Sig.

Date:

Authorised by:

Sig.

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