



## Appendix 7: ATAGI checklist of minimum equipment requirements to administer COVID-19 vaccines

One each of the following is required for each patient administration:

### Vaccine administration equipment

One each of the following is required for each patient administration:

- Adequate stock of unexpired vaccines (with diluents and sterile dilution equipment, i.e. needles 21 gauge bevel or narrower, and 2mL or 3mL syringes, if applicable)
- Sterile syringes with 0.1mL graduation: 2mL or 3mL syringes are preferred for drawing up dose volumes of 0.5mL or greater; 1mL syringes may be preferable for drawing up dose volumes smaller than 0.5mL (specifically 0.3mL of the vaccine sponsored by Pfizer Australia Pty Ltd, COMIRNATY BNT162b2). Use of a 1mL syringe with a Luer lock is highly preferred over those without a Luer lock.
- Sterile drawing up needle – 19 or 21 gauge bevel are strongly recommended to reduce the risk of coring
- Sterile administration needle (22–25 gauge): 25mm for infants, children or adults, 16mm for preterm infants, 38mm for very large or obese person<sup>1</sup>
- Alcohol wipe (for vials)
- Cotton wool ball
- Hypoallergenic tape or latex-free bandaid
- Dish for drawn up vaccine (e.g. kidney dish)

Note the TGA approved Product Information for the vaccine sponsored by Pfizer Australia Pty Ltd (COMIRNATY BNT162b2) states that low dead-volume syringes and/or needles should be used in order to extract six doses from a single vial. The low dead-volume syringe and needle combination should have a dead volume of no more than 35 microlitres.

Additionally, the following is required in the clinic:

- PPE for staff, as per requirements in the *Australian Immunisation Handbook* and jurisdictional/institutional requirements (see notes in section below)
- Labels for syringes (if filling them in advance of administration)
- Materials to sanitise worktop and equipment
- Clean opaque labelled containers to store prepared doses

Additional stock of each of the above should be available in case of need to discard equipment.

Sites may also consider having the following available:

- Safety needles (strongly recommended)
- Digital thermometers
- Blood pressure monitor
- Stethoscope
- Disposable gloves (latex free) of varying sizes suitable for use by immunising staff (see notes in section below), noting that gloves may not be recommended for use during vaccine administration due to increased risk of needlestick injury
- Masks for patients, as per jurisdictional/institutional requirements (see notes in section below)
- Labels for multi-dose vials to record date/time vial first accessed

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<sup>1</sup> As per recommendations on needle size, length and angle for administering vaccines in the *Australian Immunisation Handbook* <https://immunisationhandbook.health.gov.au/resources/handbook-tables/table-recommended-needle-size-length-and-angle-for-administering-vaccines>

## Cold chain

Sites must be able to adhere to the *Strive for 5* guidelines<sup>2</sup>

- Portable cooler
- Frozen ice packs/gel packs
- Battery operated digital thermometers to monitor temperatures
- Purpose built vaccine refrigerator set at 2–8°C refrigerator
- Temperature data logger

## Waste disposal

- Sharps container (one per vaccinator)
- Containers for infectious waste (biohazard, non-sharps)
- Provisions for general waste
- Rubbish bags

## Emergency equipment

Resuscitation Kit, including:

- Adrenaline 1:1000
- 1mL 'single use only' syringes (not Insulin syringes) with 0.1mL graduation, with needles 22 or 23 gauge x 25mm
- Paediatric and adult size Guedel airways
- Laerdal resuscitator with paediatric and adult masks
- Copy of 'Recognition and Treatment of Anaphylaxis' from the Australian Immunisation Handbook and "Doses of IM adrenaline"
- Documentation to record treatment of anaphylaxis
- Clock (for timing of adrenaline)
- Address of venue(s)

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<sup>2</sup> Australian Government Department of Health. National Vaccine Storage Guidelines – Strive for 5. Canberra ACT: Department of Health; 2019. Available from: <https://www.health.gov.au/sites/default/files/documents/2020/04/national-vaccine-storage-guidelines-strive-for-5.pdf>.