

## Safety Huddle Instructions

- Conduct safety huddle as a full group prior to the start of each clinic to review important safety information
- Review information with team after set-up is complete & prior to immunization

### Part 1: Information for ALL Staff (Including Volunteers)

**Clinic Date:** \_\_\_\_\_ **Clinic Site:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Address:** \_\_\_\_\_

• Vaccine products available: \_\_\_\_\_

• Program update(s): \_\_\_\_\_

### Anaphylaxis Team

All Anaphylaxis team members should be familiar with BCCDC Decision Support Tool: [Anaphylaxis: Initial Emergency Treatment by Nurses \(Adult & Pediatric\) Clinical Decision Support Tool](#). Immunizers with appropriate scope designation will be assigned as Responder #1 & #2. Encourage designated Anaphylaxis team to run one practice drill prior to clinic start.

**Anaphylaxis Kit(s) Location:**

**Phone Number** (Keep facility address near cell phone):

**Anaphylaxis Responder #1 (provides assessment & treatment):**

**Anaphylaxis Responder #2 (recorder):**

**Calls 9-1-1:**

## Part 2: Information for Clinical Staff

Additional Safety Reminders (Clinic Lead to Review):

- Review clinic flow, product specific information, staff resources available and any program changes
- Review safe disposal of sharps and how to engage a sharps safety device
- Remind staff to take their time to ensure safe practice
- **PRACTICE ALERT:** Pay careful attention to vial and carton labels
  - For product eligibility and selection, refer to the BCCDC Immunization Manual [Biological Pages](#), [COVID-19 Vaccine Eligibility](#) page, [2023/24 Seasonal Influenza Vaccine Eligibility](#), and [Intended Use of Influenza Vaccines](#) page
- Resources:
  - [Long-term Care COVID-19 & Influenza Vaccination Quick Reference Guide](#)

Notes: