

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
- Resources:
 - [Long-term Care COVID-19 Vaccination Quick Reference Guide](#)

Notes: