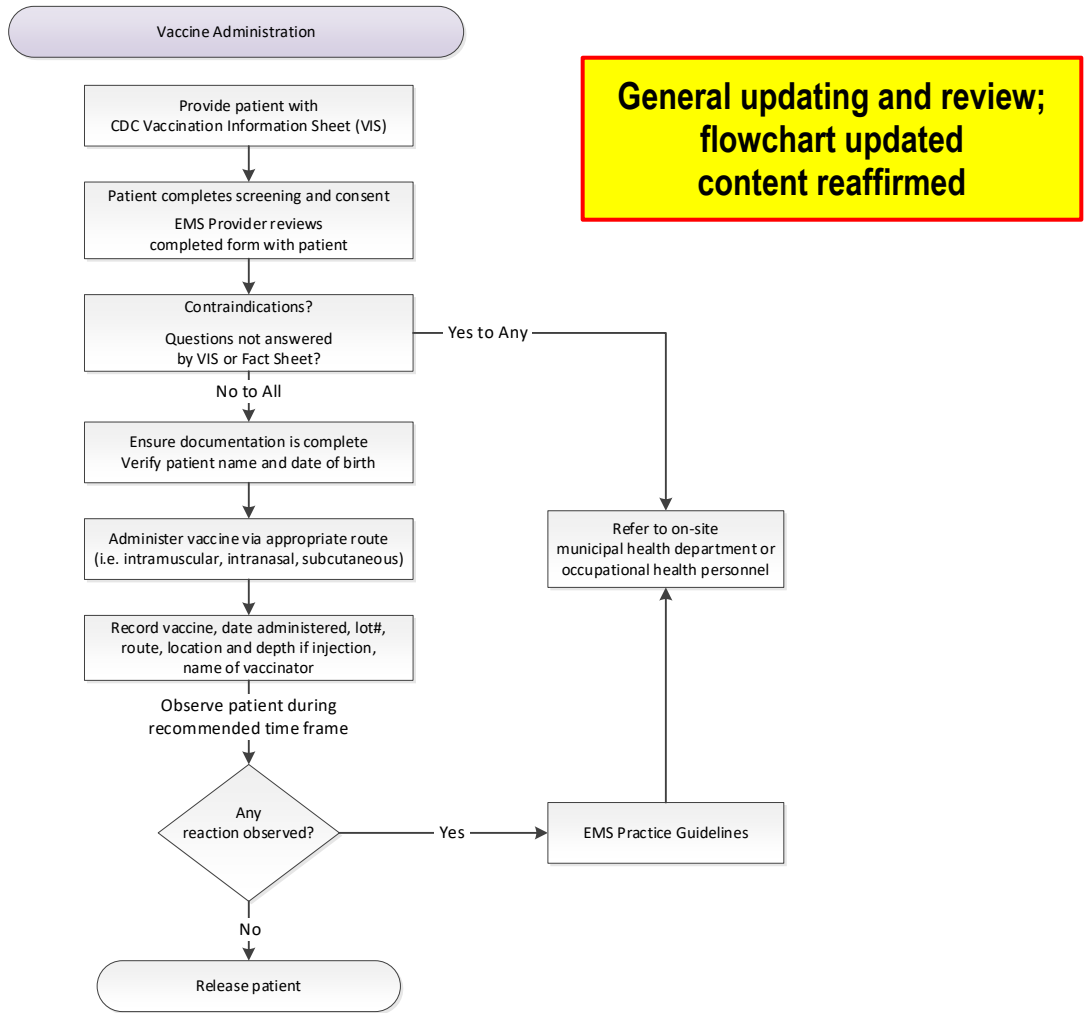




VACCINE ADMINISTRATION  
Operational Policy

**POLICY**

Vaccines may be administered at sites outside of municipal health department (MHD) clinics under special circumstances (State of Emergency), as approved by the Vaccinator Program Manager or authorized public or occupational health representative. A municipal fire department is an approved off-site location for immunization administration.



**General updating and review;  
flowchart updated  
content reaffirmed**

**NOTES**

- Vaccinations will be administered only as part of an approved program in cooperation with public or occupational health services.
- The Vaccinator Program Administrator is responsible for accurate record keeping and entry of records into the Wisconsin Immunization Registry.
- Should multiple doses of vaccine be needed, the Vaccinator Program Administrator should develop a comprehensive scheduling process to ensure that patients receive the subsequent doses within the recommended timeframe.
- Language access is critical to the successful screening and consent process, consider having these resources readily available.