

SEASONAL · GP PRACTICES

Flu clinic preparation checklist

Everything to organise before your first seasonal vaccination clinic, from fridge space to plasters.

— Six to eight weeks before

- ☐ Confirm vaccine delivery dates and quantities
- ☐ Check you have enough vaccine fridge capacity for peak deliveries
- ☐ Plan clinic dates, rooms and staffing
- ☐ Agree patient invitation methods and lists
- ☐ Check staff training and authorisations are in date
- ☐ Order consumables (see below)

— Consumables to order

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| ☐ Alcohol hand rub | ☐ Detergent wipes for surfaces |
| ☐ Nitrile gloves (if your policy uses them) | ☐ Cool boxes and validated packs (for off-site or overflow) |
| ☐ Plasters, including low-allergy | ☐ Data loggers or thermometers for cool boxes |
| ☐ Cotton wool balls or gauze swabs | ☐ Anaphylaxis kit at every station |
| ☐ Sharps bins (plenty of spares) | ☐ Stickers and record cards |
| ☐ Clinical waste bags | ☐ Stationery and pens |

— On the day

- ☐ Record the fridge temperature before taking vaccines out
- ☐ Only take out what you need for the session
- ☐ Check each station has an anaphylaxis kit, sharps bin and hand rub
- ☐ Make sure there is a clear route for patient flow and a waiting area for observation where needed
- ☐ Record vaccinations in the clinical system promptly
- ☐ Return unused vaccines to the fridge quickly and record it

— After the clinic

- ☐ Lock and dispose of full sharps bins
- ☐ Restock stations for the next session
- ☐ Record any incidents
- ☐ Review uptake and plan follow-up invitations

Stock up in one order

Order by 4pm for next-day delivery. One account, one invoice.

[Vaccine fridges →](#)

[GP surgery supplies →](#)

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