

CHS COVID-19 & Influenza Vaccine Order Form

Island Health Community Health Services



- Submit order form by e-mail to: PublicHealthVaccineManagement@islandhealth.ca.
- Allow at least 2 business days prior to planned immunization date for fulfilment.
- Vaccine will be distributed based on available products and supply.
- **We will NOT backfill orders.**

ALL VACCINES must be stored between +2°C to +8°C

FLUVIRAL:

once punctured, multi-dose vials must be discarded after **28 days**.

FLUZONE:

once punctured, multi-dose vials can be **used to the expiry date on the label**.

Once thawed

SPIKEVAX™ (Moderna) must be used

within **50 days**

COMIRNATY® (Pfizer) must be used

within **10 weeks**

Once vial is punctured

SPIKEVAX™ (Moderna) must be used

within **24 Hrs**

COMIRNATY® (Pfizer) must be used

within **12 Hrs**

CHS Site (ImmsBC):		Order Date:
Contact Person:		E-mail:
Phone Number:	Ext:	Fax Number:
Requested Health Unit for pick up:		
Requested Date for pick up:		Immunization Date:

Doses Requested	COVID-19 Vaccines (2025-2026)	Public Health Vaccine Management Use ONLY		
		Product (Brand)	Number of Doses	Presentation
	6 months to 11 years			
	12+ years			
Notes:		Approved by:		
		Date:		

Doses Requested	Influenza Vaccines (2025-2026)	Health Unit BPM Use ONLY		
		Product (Brand)	Number of Doses	Presentation (MDV/PFS)
	6 months 64 years injectable			
	2 to 17 years intranasal			
	65 + years			
Notes:				

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Health Unit Use Only: BPM print form → complete at time of vaccine pick up → send original with nurse → retain a copy.

Date Cooler Packed:		Time Cooler Packed:		Fridge Temp:	
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date		Doses Sent	
Filled By:		Picked up By:			ImmsBC Complete:

Please Note:

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage.
- Bring an appropriately sized hard sided cooler with insulating materials (gel packs preconditioned in fridge at +2°C to +8°C, bubble wrap or packing paper) and frozen ice packs when picking up vaccine. See Page 8 of the [Vaccine Storage and Handling Guide](#) for cooler packing instructions.
 - If available, cooler should be monitored with a min/max thermometer.
- CHS Immunizer(s) to document vaccinations in ImmsBC and complete a tally under the CHS tab of the [Online Clinic Tally](#) upon conclusion of clinic.
- Follow Vaccine Management guidelines section of the Island Health Website under [COVID-19 and Influenza Vaccine Information for Community Vaccine Providers](#)