

## Long Term Care and Assisted Living Facilities COVID and Influenza Immunization Campaign Guide

This guide will assist you in planning your COVID and Influenza clinics.

Once the Ministry of Health advises of an upcoming campaign, FH will communicate through a KYI communication to all LTC and AL sites known to Fraser Health. The KYI will include eligibility, vaccines available and recommended, process, timelines and contact information for questions.

### **Contents of this guide:**

Clinic Planning Steps

Roles/responsibilities

Important Links – BCCDC, FAQs, etc.

[Immunization Outreach Supplies](#)

[Immunization Outreach Vaccine transport](#)

Cold Chain Incidents

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**Vaccine ordering process**

# Questions?

**For LTC/AL Support ( during campaigns)**

Dollina Montgomery – COVID Outreach Project Coordinator

[Dollina.montgomery@Fraserhealth.ca](mailto:Dollina.montgomery@Fraserhealth.ca)

**For Clerical Support:**

Maureen McBride - Regional Immunization Outreach Team Senior Clerk

[Maureen.mcbride@fraserhealth.ca](mailto:Maureen.mcbride@fraserhealth.ca)

**For SPRI/LTC Outreach Support contact:**

Denise Thandi – Regional Immunization Outreach Team Coordinator

[denise.thandi1@fraserhealth.ca](mailto:denise.thandi1@fraserhealth.ca) or 236-632-2141

## Clinic Planning Steps Summary

1. Contact pharmacy to ask for support. If they are able to support confirm date that they are able to support. Not applicable to FH O&Os.
2. Choose date for clinic. Book extra staff, if required, for the clinic date.
3. Gather consents - document consent
4. Obtain Physician orders
5. Complete first half of [COVID-19 immunization form](#) and [Influenza immunization entry](#) form for each resident
6. Ensure [supplies](#) required are ordered/ in stock
7. Ensure clerks and/or immunizers have [ImmsBC access](#) and training
8. Ensure immunizers have an Imms profile (Clerks can create this)
9. Ensure Immunizers have [Immunization training](#)
10. Ensure you have vaccine transportation supplies. Cooler and temp tale.
11. At least 48 weekday business hours prior to clinic – order vaccine through [checkbox](#)

## LTC Site Role's/Responsibilities

### Manager/DOC/Lead – Prior to Clinic:

- If Manager or DOC s not going to lead clinic – assign lead.
- If applicable, call pharmacy to ask for pharmacy support
- Choose clinic day.
- Ensure Consents and physician orders are complete for each resident.
- Order vaccines 48 hours before clinic day via Vaccine Ordering link.
- Has knowledge on how to transport vaccine (need a temp tale and cooler) see “vaccine transport section of document”
- Decide on which of the [workflow](#) options work best for your clinic or a combination of both
- Supports the set up and take down of the outreach clinic at the site, lead for the team going that day ( i.e. x immunizers and x clerk)
- Problem solving throughout the day.
- Complex clinical situations – call the CDNC if required but should be able to trouble shoot
- Ensure immunizers have appropriate training (see below) and Clerks have ImmsBC access and training (see below) prior to clinic
- Plan for workflow: central location or room by room.
- Works with staff to set up flow of the clinic
- Dedicate care home staff: Care home staff for identification, observation, and transport of residents
- Vaccine inventory/tracking in ImmsBC throughout the shift and end of day
- Ensure all supplies are available on-site including anaphylaxis kits
- Knows how to use ImmsBC, document in it, and problem solve as required

## **Manager/DOC/Lead - Day of Clinic:**

- Pick up vaccines from the Public Health Unit – double check the cooler to ensure order is correct (see vaccine transport below)
- Ensure Anaphylaxis kits are on hand for number of immunizers
- Identify team roles (who draws up vaccines, who immunizes, who is documenting, etc.)
- Ensure the clerk is able to access ImmsBC on their laptop.
- Ensure all immunizers have ImmsBC profile for documentation purposes.
- Provide immunizers with residents completed Consent Forms/Downtime COVID-19 Entry Forms.
- Assist immunizers to set up clinic
- Leads the huddle at the start – ensuring everyone is on the same page
- Ensure team get their breaks
- Complete fax cover sheet at end of clinic day and send to faxshare ( Fraser East fax to 604-528-543; Fraser South: 604-528-5461; Fraser North: 604-528-5460; Fraser Health General: 604-528-5459)
- Ensure vaccines are wasted at the end of the clinic.
- Return unopened vials kept in temperature of 2-8C to Public Health Unit.

## **Immunizers:**

- Ensure immunization station is set up to immunizers preference
- Ensure Anaphylaxis kit is accessible, review “emergency treatment of anaphylaxis”
- Complete client screening before immunization
- Obtain consent forms and verify for documentation
- Waste any unused doses and opened vials into Sharps containers

## **Clerk (or immunizer if no clerk is available):**

- Confirm that the transfer from the Public Health Unit has the correct quantities and accept the transfer into your site’s ImmsBC Clinic Location in Supply Console.
- Check in/register clients in assigned Clinic location
- Complete consent portion and vaccine administration sections as clients are immunized or using downtime forms from the same day of immunization. Ensure no clients are left in vaccine administration.
- Reconcile total numbers with staff to match entries with downtime forms.
- Waste any remaining doses in supply console at end of clinic. If vaccines are returned to Public Health Unit, transfer on ImmsBC to health unit supply console.

## Workflow:

### 2 options:

#### 1) Central/Common Location

- Residents are transported to common area in care facility where immunizers are stationed.
- Care home staff to identify and transport Residents to common area.
- Care home staff to observe Residents post-administration.

#### 2) Room by Room

- Immunizers to administer vaccines room by room with mobile cart.
- Care home staff to observe Residents after care.

### Anaphylaxis kit contents:

- [Worksheet for Events Managed as Anaphylaxis Following Immunization](#)
- Laminated summary of instructions, including recommended epinephrine dosages (page 10 of [BCCDC Immunization Manual Part 3: Management of Anaphylaxis in a Non-Hospital Setting](#))
- 1 Anaphylaxis kit per immunizer
  - 4 ampoules of epinephrine (1 mg/mL) – Protect from light (package in amber pill bottle, amber ziplock bag, or manila envelope)
  - 4 x 1 mL syringes (3mL syringes can be used for a adult only clinic, 1mL syringes are required for anyone immunized under 14 years of age)
  - Needles : (25 to 27 gauge) 4 x 1 inch and 4 x 1½ inch
- Alcohol swabs
- Pens/paper

## **Immunization Clinic Supplies**

*(Supplies to have onsite for clinic day)*

### **For vaccine drawing:**

<b>Vaccine:</b>	<b>Item:</b>
Pfizer	1ml syringes with 1" needles per dose (low dead space recommended* will affect doses obtained per vial)
Moderna	1ml syringes with 1" needles per dose (low dead space preferred)
Influenza	1ml syringes with 1" needles per dose (low dead space preferred)

### **Per Immunization Station or Rolling Cart:**

<b>Quantity:</b>	<b>Item:</b>
1	Bottle of hand sanitizer
2	Tray papers to cover immunizing surface
1	Save a Day Tray with box alcohol swabs (or # of swabs per doses to be given)
1	Save a Day Tray with a box of band aids (or # of band aids per doses to be given)
1	Save a Day Tray filled with cotton balls (or # of cotton balls per doses given)
1	Save a Day Tray to hold vaccine
2	Brown Paper Bag (10lb) for garbage
1	Box Kleenex
1	Box of gloves of immunizer's appropriate size
1	Sharps Container
1	Anaphylaxis kit – preferably 1 per immunizer
2	Pens per station
1	Pad of paper per station/ sticky notes

## Clinic Supplies to have on hand:

Quantity:	Item:
1-4	Containers of antiseptic cleaning wipes to clean stations or carts
1-3	Large garbage bags for end of clinic clean up
1-2	Rolls of masking tape (to attach garbage bags to immunizing stations or carts)
5 extra	Save a Day Trays
Stationary Supplies	Paper clips, rubber bands, post it notes, permanent marker

## \*\* IF resident(s) is/are on isolation \*\*

Quantity:	Item:
1	Isolation gown per resident for immunizer
1	Mask/face shield per resident for immunizer

Outbreak/Isolation Resources:

[Respiratory outbreaks - Fraser Health Authority](#) – at Long Term Care Homes

- Viral Respiratory Illness & Outbreak Protocol and Toolkit

## COVID Vaccine Transport & Handling

*Supplies used to transport vaccine to off-site clinics at 2-8 degrees*

Item:	Quantity:
Cooler	1 per clinic site
Foam packaging for vaccine	1 per cooler
Temperature monitor 2-8 degrees (Temp Tale)	1 per cooler
Gel blankets (fridge temperature)	2 per cooler
Ice pack (frozen)	1-2 per cooler
Additional cooler with ice may be needed at clinic sites where vaccine must be maintained at 2-8 degrees C for longer periods of time	



## Vaccine Management – Storage and Handling

[Vaccine Management \(bccdc.ca\)](#)

- Quick Reference - [bccdccoldchainresourcescreen.pdf](#)

## Cold Chain Incidents

[Immunization resources for community vaccine providers - Fraser Health Authority](#)

[Vaccine Management \(bccdc.ca\)](#)

- Reporting Cold Chain Incident - [Cold Chain Incident Form \(bccdc.ca\)](#)

## Adverse Event Following Immunization (AEFI)

[Adverse Events Following Immunization \(AEFI\) \(bccdc.ca\)](#)

## Immunization Forms/Documents

Form/Documentation	Quantity
<a href="#">COVID-19 Immunization Entry form</a>	1 per resident
<a href="#">Influenza Immunization Entry Form</a>	1 per resident

## Clinical Resources

1. BCCDC Immunization Manual
  - [Part 3 – Management of Anaphylaxis in a Non-Hospital Setting](#)
  - [Part 4 – Biological Products](#)
  - [Part 5 – Adverse Events Following Immunization](#)
  - [Appendix E – Management of Biologicals](#)
  
2. BCCDC Resources
  - [Immunization Clinical Resources](#)
  - [Continuity of Immunization Services During COVID-19](#)
  - [Guidance for Influenza Vaccine Delivery in the Presence of COVID-19](#)
  - [Infection Prevention and Control Guidance for Community Immunization Clinics](#)
  
3. HealthLinkBC Files
  - [Inactivated Influenza \(Flu\) Vaccine](#)
  - [Live Attenuated Influenza \(Flu\) Vaccine](#)
  - [COVID-19 mRNA Vaccines](#)
  - [COVID-19 Protein Subunit Vaccine](#)
  - [Pneumococcal Polysaccharide Vaccine](#)
  
4. Immunization Client Communication
  - [Counselling the public on vaccine safety](#)
  - [Immunization communication tool for immunizers](#)
  - [COVID-19 Immunization Communication Tool](#)
  
5. Informed Consent for Immunization
  - [Video Scenarios](#)
  - BCCDC Immunization Manual [Appendix A - Informed Consent for Immunization](#)

- 6. Reducing Immunization Pain
  - A better immunization experience resource for parents
    - [For Infants](#)
    - [For Toddler](#)
    - [For School-Aged Children](#)
  
- 7. [FH Pulse: Influenza Immunization Resources](#)
  - NACI Statement
  - Health Unit Resources
    - Health Unit Influenza and COVID-19 Vaccine Workflow
  
- 8. Vaccine Administration
  - [How to Incorporate the 7 Rights to Vaccine Administration](#)
  - [Injection sites](#)
  - Intranasal route
    - [Administration of Quadrivalent Live Attenuated Influenza Vaccine \(factsheet\)](#)
    - [How to Administer Flumist \(poster\)](#)
  - [COVID-19 mRNA Vaccine Comparison Table](#)
  - [COVID-19 Vaccination Schedule Infographic](#)
  - [Reference Document on the Management of Inadvertent non-COVID-19 Vaccine Errors](#)
  - [Guidance on the Management of Inadvertent COVID-19 Vaccine Errors](#)
  
- 9. Adverse Events Following Immunization (AEFI)
  - [FH Pulse: Adverse Events Following Immunization](#)
    - Topic: 1. Processes and workflows
      1. Clients Presenting for Immunization Who Have Had a Previous Vaccine Reaction
      2. FH Immunizing Sites, Care Facilities and Emergency Departments AEFI Reporting Process
      3. Local Health Unit AEFI Reporting Process
  
- 10. Education
  - [Influenza Immunization Competency Course: Foundations of Influenza Disease & Vaccines](#) – for those new to influenza immunization as well as those who want in-depth information on the disease and/or vaccines
  - [Seasonal Influenza Update](#) – reviews the previous influenza season and provides the latest updates on influenza disease, vaccine products and practice considerations
  - [COVID-19 Immunization Competency Course for Nurses](#) – for nurses new to COVID-19 immunization (RNs, LPNs)
  - [Anaphylaxis Initial Emergency Treatment by Nurses \(Adult and Pediatric\)](#)
  - ImmsBC Education and Resources

## Clinic Site Readiness Checklist

The purpose of this document is to provide guidance to Clinics of the requirements prior to providing publicly funded immunizations.

Site \_\_\_\_\_ Date \_\_\_\_\_

Education	<p><input type="checkbox"/> Immunizers have completed all appropriate education</p> <p>If not completed previously, all Immunizers must complete:</p> <ul style="list-style-type: none"> <li>• Immunization Competency Course</li> <li>• Influenza Immunization Competency Course</li> <li>• COVID-19 Immunization Competency Course for Nurses or COVID-19 Immunization Competency Course for Non-Nursing Health Professionals</li> <li>• Additional COVID-19 courses for specific age groups</li> </ul> <p>All courses can be found on the BCCDC website under <a href="#">Immunization Courses</a></p>
Clinical competency and Immunizer Sign-Off	<p><input type="checkbox"/> Immunizers successfully complete the <a href="#">immunization skills checklist</a> to demonstration competency for all aspects of immunization.</p> <p><input type="checkbox"/> Immunizers maintain immunization skill set</p> <ul style="list-style-type: none"> <li>• <a href="#">BCCNM Professional Standards</a></li> <li>• <a href="#">Population Public Health Model of Care</a></li> </ul> <p><input type="checkbox"/> Immunizers complete BCCDC required education and recertification as required</p>
Immunization Resources	<p><input type="checkbox"/> Immunizer’s have electronic access to resources</p> <ul style="list-style-type: none"> <li>• <a href="#">BCCDC Immunization Manual</a></li> <li>• <a href="#">Adverse Events Following Immunization</a></li> <li>• <a href="#">ImmunizeBC</a></li> <li>• <a href="#">Fraser Health Website Immunization Resources</a></li> <li>• <a href="#">BCCDC's Toolkit for Health Professionals</a></li> <li>• <a href="#">Strategies to Prevent COVID-19 and Influenza errors</a></li> <li>• <a href="#">HealthLinkBC</a> all immunization Health Files for client’s can be found under this link</li> </ul>

<p>Equipment</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic has all necessary equipment to provide immunizations <ul style="list-style-type: none"> <li>• Vaccine product and any diluent required</li> <li>• Appropriate sized needles and syringes</li> <li>• Alcohol prep-pads</li> <li>• Band-Aids</li> <li>• Cotton Balls</li> <li>• Sharps Containers</li> <li>• Ampule breakers</li> <li>• Disinfectant cleaner wipes</li> <li>• Hand sanitizer</li> <li>• Access to sink to preform hand hygiene</li> <li>• Immunization record card/booklets</li> <li>• Health files for all vaccines being administered</li> </ul> </li> <li><input type="checkbox"/> Clinic has all necessary equipment required to manage anaphylaxis  <a href="#">BCCDC Management of Anaphylaxis in a non-hospital setting</a> <ul style="list-style-type: none"> <li>• Anaphylaxis kit with all components and expiry dates reviewed prior to vaccine administration</li> <li>• Process to review expiry dates of all products in the anaphylaxis kit</li> <li>• Copy of Emergency Treatment of Anaphylaxis flow chart pg.10 in BCCDC Management of Anaphylaxis in a Non-Hospital Setting</li> <li>• Copy of <a href="#">Worksheet for Events Managed as Anaphylaxis Following Immunization</a></li> </ul> </li> </ul>
<p>Vaccine Ordering and Returns</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic is set up to order vaccine in the <a href="#">Vaccine Order Form online</a></li> <li><input type="checkbox"/> Clinic follows the guidelines of the <a href="#">Community vaccine provider’s guide to ordering publicly funded vaccines from Fraser Health</a> website</li> <li><input type="checkbox"/> Clinic is set up for <a href="#">Vaccine returns</a> <ul style="list-style-type: none"> <li>• Use this form to return any unused vaccines that were ordered from Fraser Health Public Health.</li> </ul> </li> </ul>

Documentation	<p><input type="checkbox"/> Immunizer's have access to client records for review and document immunizations through ImmsBC</p> <p>All immunizations must be documented in client's record and include:</p> <ul style="list-style-type: none"> <li>• Vaccine product</li> <li>• Lot #</li> <li>• Expiry Date</li> <li>• Site given</li> <li>• Route given</li> <li>• Date given</li> <li>• Immunizer's full name</li> <li>• Any identified risk factors</li> </ul> <p><input type="checkbox"/> Clinic reports immunizations to Public Health through <a href="#">post clinic survey</a></p> <p>Note: All COVID-19 Vaccines are to be reported into ImmsBC. Access to ImmsBC varies, please follow your local ImmsBC access request guidelines.</p>
Reporting Immunization Errors	<p><input type="checkbox"/> Staff have written guidance on how to document and follow up after immunization errors</p> <p><input type="checkbox"/> When errors are recognized, appropriate actions are taken, consider the following:</p> <ul style="list-style-type: none"> <li>• Notifying client/parent/guardian</li> <li>• Providing any additional vaccine, if required</li> <li>• Documenting error</li> </ul>
Vaccine Management	<p><input type="checkbox"/> Clinic follows the BCCDC guidelines for storage and handling of vaccines</p> <ul style="list-style-type: none"> <li>• <a href="#">BCCDC vaccine management</a> page</li> <li>• <a href="#">Appendix E - Management of Biologicals –section 3 Equipment</a></li> </ul> <p><input type="checkbox"/> Aware of additional resources for Vaccine Management</p> <ul style="list-style-type: none"> <li>• <a href="#">Vaccine Storage and Handling – Quick reference guide for those that handle vaccines</a></li> <li>• <a href="#">Checklist for safeguarding the storage and handling of</a></li> </ul>

	<p><a href="#">your vaccine supply</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Handle Vaccines with Care</a></li> <li>• <a href="#">How to store vaccine in the refrigerator</a></li> <li>• <a href="#">Packing an insulated cooler</a></li> <li>• <a href="#">Temperature Monitoring form</a> <ul style="list-style-type: none"> <li>○ <a href="#">Temperature Monitoring Form Instructions</a></li> </ul> </li> </ul>
Cold Chain Incidents	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic prepared to manage a Cold Chain Incident <ul style="list-style-type: none"> <li>• <a href="#">Management of Cold Chain Incident (Section 5) - BCCDC Manual Appendix E</a></li> <li>• Cold Chain Incident form – <a href="#">pdf</a> &amp; <a href="#">excel</a></li> <li>• <a href="#">BCCDC instructions on how to complete the Cold Chain Incident form</a></li> </ul> </li> <li><input type="checkbox"/> Clinic has an emergency plan for <a href="#">Equipment malfunction or power failure</a> <a href="#">Appendix E - Management of Biologicals</a> part 5.1 - 5.2</li> </ul>
Adverse Events Following Immunization (AEFI) reporting	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinic has the ability to report AEFI's <ul style="list-style-type: none"> <li>• Health professionals aware of an AEFI must report the event as per the <a href="#">BCCDC Immunization Manual AEFI's</a></li> <li>• BCCDC <a href="#">How to report an AEFI</a></li> </ul> </li> </ul>

# Vaccine Ordering Process

If you do not see the NEXT button at the bottom, scroll down



## Fraser Health Vaccine Request Form

Thank you for helping to protect our communities from vaccine-preventable disease.

Please note the following when placing an online vaccine order:

- Provide a minimum of 2 business days notice for your vaccine requests
- Vaccine will be picked up at your local Public Health Unit. You will need to provide the appropriate packing materials to maintain cold chain.
- Any orders not picked up within 1 week will be cancelled

If you have never ordered vaccine from Fraser Health Public Health before, please contact your local health unit.

Contact information for our Public Health Units can be found [here](#).

**A health unit aide will follow up to let you know when your order is ready for pickup.**

## Online Consultation Form for CVP's

Fraser Health has develop new resources to support our Community Vaccine Providers. These include, a new vaccine consult form and a new webpage for CVP's.

[Click here to access the Fraser Health Community Vaccine Provider Consultation Request Portal.](#)

NEXT



**\* Vaccine Request Type**

Please use request type **SPRI** if you are from any of the following facilities:

Acute	Allergist	CLBC/HSCL/NSS	Corrections	First Nations
Health Equity	Home Health	LTC/AL/IL	MHSU / (Un)Sheltered	Primary Care Provider requesting C19

Select request type

- Pharmacy Vaccine Request
- Primary Care Clinic Vaccine Request
- NICs Vaccine Request
- UPCC Vaccine Request
- SPRI**
- Acute -MPox Request

Public Health. If you do not have one or if you need to retrieve your CVP ID#, [click here to submit a CVP Number](#)

Does not accept special characters like #, !, @, or .

Answer text

**\* CVP ID#**

Your CVP ID# is a unique identifier assigned by Public Health. If you do not have one or if you need to retrieve your CVP ID#, [click here to submit a CVP Number Request](#).

Use Alpha-Numeric characters or Numbers only. Does not accept special characters like #, !, @, or .

Answer text

\_\_\_\_\_

Please ensure you put the name, and contact information of the person who is requesting the vaccine. A cell number or direct phone line is important as many times we will need to call to clarify information.

**\* Request sent by**

(enter name of person filling out the request)

Answer text

**\* Phone #**

Answer text

**\* Email Address**

Answer text

**\* Health Unit you will pick up vaccine from**

**(SPRI pick up locations for orders in [vials](#))**

Select vaccine pick up location. Click link to see [Health Unit Location Address List](#)

Select an option


If you are unsure which health unit is nearest you and/or most convenient to pick up from please click on the blue “Health Unit Location Address List” to see the locations available.

**Minimum of 48hrs is required for order pick up. Pick up is only available Mon to Fri**

\* Pick-up Date

\* Pick-up Time

Please note a MINIMUM of 48 hours (weekday) notice is required. When possible, please put your order in once you have your physician orders and consents completed. This assists our Health Units ensure there is sufficient vaccine at each location.

\* Please select what applies:

- I only need FLU/Pnuemo vaccines
- I need COVID and/or FLU/Pnuemo vaccines

Choose which vaccine you will be ordering

**Enter COVID vaccine request details**

Please note pre-filled is no longer available. Please refer to the conversion chart to enter the approximate number of vials needed.

Vaccine Type	Number of Doses per Vial
Moderna Bivalent	5 doses
Moderna Pediatric	10 doses
Pfizer Bivalent	6 doses
Pfizer Monovalent	6 doses
Pfizer Pediatric Monovalent	10 doses
Pfizer Pediatric Bivalent	10 doses

	Quantity (Vials)
Moderna XBB	Answer text
Moderna Pediatric (4mo - 5yrs)	Answer text
Moderna Bivalent	Answer text
Pfizer Pediatric (5-11yrs)	Answer text 1000
Pfizer Monovalent Adult/Adolescent	Answer text
Pfizer Bivalent	Answer text

Please note that the next page will cover Influenza vaccine.

**Enter details for Flu/Pneumo vaccine request below**

How many doses of influenza vaccines are you requesting?

Please request only what you need. You can submit subsequent requests if you need more vaccine. We will aim to fulfill your full request if supply allows. Local Health Unit staff may contact you for further information.

**\*\*IMPORTANT NOTE: The influenza intramuscular vaccine product is the same for all individuals age 6 months to 64 years of age\*\***

Vaccine for residents of Long-Term Care, Assisted Living and First Nations communities is not available for primary care practices. For flu vaccine, please request the "Age 6 months to 64 years" and/or the "Community residents age 65+" vaccine for your primary care practice.

Although Flulmist is recommended for 2-17 years it can be given to those 18-59 who have needle phobia and are unwilling to get another influenza vaccine.

	# doses requested
<b>Population to be vaccinated/vaccine product</b>	
Influenza for age 6 months to 64 years (intra-muscular)	Answer text
Influenza for community residents age 65 and older	Answer text
Influenza intranasal spray (Flumist, generally for age 2-17yrs or those unwilling to get an injected vaccine)	Answer text
Pneumococcal 23 polysaccharide	Answer text
Influenza for residents of Long-Term Care, Assisted Living or First Nations Community only (age 65+)	Answer text

Please note that Influenza vaccine for LTC and AL is listed on the bottom.



