



Primary Care Directorate

Fridge Management Training Protocol for Leighton Road Surgery Nursing Team

Document Control

Confidentiality Notice

This document and the information contained therein is the property of LEIGHTON ROAD SURGERY.

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent in writing from LEIGHTON ROAD SURGERY.

Document Details

Version number :	1.0
Consultation Groups:	Leighton Road Surgery
Approved by:	Leighton Road Surgery
Name of originator/author:	Julie Roye
Senior Reviewer:	Julie Roye
Implementation Date :	March 2024
Last Review Date	December 2023
Next Review date:	March 2027

Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1.0	December 2023	Julie Roye	QAG	Created



Contents

1. Objective.....	3
2. Introduction to Fridge Management.....	3
3. Fridge Setup and Monitoring	3
4. Vaccine Management	3
5. Emergency Procedures	3
6. Routine Maintenance and Cleaning.....	4
7. Training Assessment.....	4
8. Record-Keeping and Documentation.....	4
9. Conclusion.....	4
10. Review and Updates:	5

1. Objective

The purpose of this protocol is to provide comprehensive training to the nursing team, including Health Care Assistants (HCAs), paramedics, and Advanced Clinical Practitioners (ACPs) at Leighton Road Surgery on the proper management of fridges to ensure the safety and integrity of medical supplies and vaccinations.

2. Introduction to Fridge Management

Overview of Fridge Types:

- Explain the different types of fridges used in medical settings (e.g., pharmaceutical fridges, vaccine fridges).
- Emphasise the importance of maintaining the appropriate temperature range for stored items.

Key Regulatory Guidelines:

- Familiarise participants with relevant UK regulations, such as the Medicines and Healthcare products Regulatory Agency (MHRA) guidelines and Good Practice in the Management of Refrigeration.
- Emphasise the legal responsibilities of healthcare professionals in ensuring compliance with these regulations.

3. Fridge Setup and Monitoring

Temperature Monitoring:

- Instruct on the use of calibrated thermometers.
- Establish temperature monitoring frequency and record-keeping procedures.
- Demonstrate how to respond to temperature deviations and the reporting process.

Fridge Organisation:

- Teach proper storage practices for different medications and vaccines.
- Emphasise the importance of maintaining a clean and organised fridge space.
- Discuss the use of dedicated compartments for specific items.

4. Vaccine Management

Vaccine Handling:

- Review proper handling procedures for vaccines from delivery to administration.
- Educate on the significance of maintaining the cold chain during transportation and storage.

Vaccine Stock Control:

- Introduce a system for tracking vaccine expiry dates.
- Explain the process of vaccine ordering and rotation to prevent wastage.

5. Emergency Procedures

Power Outages or Equipment Failure:

- Instruct on immediate actions to take during power outages or equipment failures.
- Provide information on backup power sources and contingency plans.

Incident Reporting:

- Detail the procedure for reporting incidents related to fridge malfunctions or temperature excursions.
- Emphasise the importance of documenting incidents for regulatory compliance.

6. Routine Maintenance and Cleaning

Cleaning Procedures

- Provide a step-by-step guide on cleaning and disinfecting fridges.
- Specify the recommended cleaning agents and their proper usage.

Equipment Checks:

- Train on regular equipment checks, including door seals, ventilation, and temperature controls.
- Establish a schedule for routine maintenance tasks.

7. Training Assessment

Written Test:

- Administer a written test to assess participants' understanding of fridge management protocols.
- Provide feedback and address any misconceptions.

Practical Assessment:

- Conduct a hands-on practical assessment to ensure competency in temperature monitoring and emergency procedures.
- Provide constructive feedback and additional training if necessary.

8. Record-Keeping and Documentation

Documentation Procedures:

- Educate on the importance of accurate record-keeping.
- Demonstrate how to complete fridge temperature logs and incident reports.

Audit and Review:

- Establish a regular audit schedule to review fridge management practices.
- Encourage continuous improvement based on audit findings.

9. Conclusion

Feedback Session:

- Gather feedback from participants on the training program.
- Address any questions or concerns raised.

Certificate Issuance:

- Provide certificates of completion to participants who have successfully completed the training.



10. Review and Updates:

- Schedule periodic reviews of the training protocol to ensure alignment with current regulations and best practices.
- Update the training program as needed based on feedback and evolving guidelines.

By adhering to this comprehensive Fridge Management Training Protocol, the nursing team at Leighton Road Surgery will be well-equipped to uphold the highest standards of medical supply and vaccine management in compliance with UK regulations.