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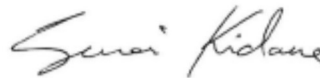
## ADMINISTRATIVE BULLETIN

No. 21-BUL-002

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**TO:** Contra Costa County EMS Providers

**FROM:** Dr. Senai Kidane, EMS Medical Director



**DATE:** January 11, 2021

**SUBJECT: Local Optional Scope of Practice Approval: Influenza and COVID-19 EMT Administered Vaccinations**

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### Purpose

This memo is designed to provide guidance to Contra Costa County EMS Provider Medical Directors and EMS Service Providers in the development of a program for the administration of vaccines by authorized and supervised EMTs.

### Background

On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in response to the prevention of the spread of COVID-19 outbreak. The emergency declaration provides the Director of the Emergency Medical Services Agency the authority to approve the expansion of local optional scope of practice for paramedics in order to aid in the prevention of the spread of the virus.

On January 11, 2021, Contra Costa County EMS Agency ("Agency") received approval to add the local optional scope for EMT Administration of Intramuscular Inactivated Influenza vaccination and COVID-19 vaccination. This authorization allows trained EMTs, when under the supervision of an authorized Paramedic and/or Registered Nurse, to administer these vaccines to the public in accordance with Agency policies and procedures. The authorization shall conclude the date the emergency declaration is terminated.

### Policy

EMTs authorized, who have completed training for this local optional scope of practice to administer intramuscular inactivated Influenza or COVID-19 and when under the supervision of an authorized Paramedic and/or Registered Nurse may provide these

vaccinations to persons as directed by the Agency in conjunction with the Contra Costa County Public Health Department.

EMS Provider Agencies developing in-house vaccination programs shall work in collaboration with the EMS Provider Agency Medical Director. EMS Provider Agencies may designate staff in the role of Vaccine Program Coordinator (“VPC”) who shall follow the outlined procedure, provide vaccine program oversight and ensure compliance with local optional scope requirements. EMS Provider Agencies shall submit requested documents to the Agency for review.

EMS Provider Agencies developing community vaccination programs shall do so in accordance with Contra Costa County Public Health Department guidelines for Public Health Immunization programs and in conjunction with Contra Costa County Public Health.

### Procedure

The EMS Provider Agency VPC must direct the development of a plan for purchase/ acquisition of vaccine, including proper storage and handling of each type of vaccine according to recommendations by the Centers for Disease Control (CDC) and the vaccine’s manufacturer.

Specific information regarding vaccine management in general as well as information for specific vaccines is available from the CDC:  
<http://www.cdc.gov/vaccines/recs/storage/default.htm> and at <https://eziz.org/>

The EMS Provider Agency VPC shall ensure proper vaccine handling to include proper storage and transportation according to CDC and CDPH guidelines and as directed by manufacturers. Instructional Toolkit available at:

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html> and  
<https://www.cdc.gov/vaccines/hcp/admin/downloads/vacc-admin-storage-guide.pdf>

The EMS Provider Agency VPC must ensure that each provider who will administer vaccine has been individually approved by the EMS Provider Agency Medical Director and has received approved training (provided by the Agency) in the handling of the vaccine, screening and provision of information and informed consent to vaccine recipients, specific administration protocols for each vaccine administered, observation of vaccine recipients and management of complications of vaccine administration (including severe allergic reaction) and the maintenance of appropriate records regarding vaccine administration.

The EMS Provider Agency VPC will keep a written record of those providers approved to administer vaccine.

General information regarding vaccine administration as well as vaccine-specific information is available from the CDC: <http://www.cdc.gov/vaccines/recs/vac-admin/default.htm>



The EMS Provider Agency VPC must assure that before administering any vaccine, a copy of the most recent Vaccine Information Statements (VIS) is provided to the recipient or their legal guardian. Provision of the appropriate VIS is required by Federal law for many vaccines. Such information must be reviewed with the adult recipient and confirm their understanding of the benefits and risks of the intended vaccine. Non-English-speaking individuals seeking vaccination for themselves should be provided a copy of the VIS in their native language. VIS are available for specific vaccines in a variety of languages: <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

The EMS Provider Agency VPC must assure that every provider screens every recipient for indications and contraindications prior to administering the vaccine. Screening tools shall at a minimum follow CDC and manufacturer's recommendations. Examples are available for adults: <http://www.immunize.org/catg.d/p4065.pdf>

A record of the vaccine administration is highly recommended to be entered into the California Immunization Registry ("CAIRS" is a secure, confidential, statewide computerized immunization information system for California residents). Steps for creating a free account can be located at the CAIRS site: <https://cair.cdph.ca.gov/CAPRD/portallInfoManager.do>. In the event an agency chooses not to participate in the CAIRS program, vaccine recipients will be provided an additional copy of the Vaccination Administration Record and advised to provide the documentation to their Primary Care Physician.

A record of vaccine administration must be kept at the administering location documenting the date that the vaccine was administered, the route, dose, site, manufacturer and lot number, the publication date of the Vaccine Information Statements (VIS), along with the name and title of the person administering the vaccine and the additional copy must be kept in the recipient's vaccination record. Sample vaccination recording materials are available through the CDC: <http://www.cdc.gov/vaccines/recs/immuniz-records.htm#recording>

The EMS Provider Agency VPC in collaboration with the EMS Provider Agency Medical Director must also develop an agency specific policy for the care and observation of vaccine recipients, and for management of adverse events related to vaccine administration. These policies would be expected to dovetail with existing Contra Costa County EMS Treatment Guidelines for the management of serious allergic reactions and anaphylaxis.

The EMS Provider Agency VPC must ensure that the vaccination program is prepared to identify and report serious adverse reactions to vaccine administration and the Vaccine Adverse Event Reporting System (VAERS). Information regarding adverse events associated with vaccination is available generally through the CDC: <https://www.cdc.gov/vaccinesafety/hcproviders/reportingadverseevents.html>

[https://www.cdc.gov/vaccinesafety/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fvac-gen%2Fsafety%2Fdefault.htm](https://www.cdc.gov/vaccinesafety/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fvac-gen%2Fsafety%2Fdefault.htm)

<https://vaers.hhs.gov/>



Please submit the following to the Agency for review:

- EMS provider agency Medical Director providing medical oversight and/or designated Vaccine Program Coordinator.
- Program overview, including location(s), and description of the level of supervision.
- Outline of training process. Please include any resource materials that you intend to utilize.
- Training attendance verification.
- Sample of Vaccination encounter documentation requirements.

For more information please contact Joanny All at [JAll@cchealth.org](mailto:JAll@cchealth.org).

