

## REFRIGERATOR TEMPERATURE MONITORING RECORDING FORM

Department / Ward:		Fridge Location:	
Person Responsible:		Named Deputy:	
Month & Year			

- Please record MINIMUM and MAXIMUM temperature readings DAILY (at least MONDAY to FRIDAY).
- If the fridge temperature readings are outside the required range (+2 to +8°C) please check the points in the guidelines section make a list of fridge contents and contact the individual vaccine manufacturers for advice on vaccine stability. Also, please complete Trust Incident Report (Form IR1) and report to department Manager.
- Please record in comments date fridge defrosted/cleaned.

DATE	TIME TAKEN	CURRENT TEMP (Between +2° to+8°C)	MINIMUM TEMP Not below +2°C)	MAXIMUM TEMP (Not above +8°C)	Actions/comments taken if outside +2 to 8°C and indicate if thermostat was reset	Signature	COMMENTS	GUIDELINES ON REASONS FOR TEMPERATURE FAILURE
1								Has the fridge been disconnected/turned off/or has there been a power cut?
2								
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4								
5								Has the fridge door been left open?
6								
7								Has the fridge been opened frequently in the last few hours or was there an immunisation session the previous day?
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11								Was the thermometer reset correctly after the last recorded temperatures?
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15								Is the fridge more than half full?
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17								Does the fridge need defrosting?
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21								Has the thermometer been accidentally damaged?
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23								Have the fridge and thermometer been maintained/serviced according to the manufacturer's advice?
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During periods of the door being open, e.g. when rotating or putting away stock, the fridge temperature may increase to over +8°C. The door should be closed as soon as possible. Ensure the current temperature returns to between +2 to +8°C within one hour.

Reset the max/min thermometer only when the current temperature is between +2 to +8°C. If after one hour the current temperature remains out of range take action according to local procedure regarding fridge functioning. Seek manufacturer's advice regarding vaccine stability.

**Please retain evidence for future quality validation.**

**Daily Room Temperature Monitoring Form**

DATE Of Month	Clinic/Medicines Storage Room Temperature (°C)					<p>Medicines cupboard temperature monitoring Unless otherwise stated medicines should be stored below 25 °C</p> <p>A max/min thermometer should be placed in all rooms where medicines are stored and the temperature of the room monitored on a daily basis (preferably at the same time each day, and what is considered to be the hottest time of the day) to ensure that medicines stored in the room are stored within the recommended limit, <b>this should be reset each time it is checked.</b></p> <p>The room temperature should be recorded on 'Daily Room Temperature Monitoring Form'.</p> <p>If the temperature reaches 26°C or above, contact pharmacy services for medicines advice with regards to opened liquids. At this temperature tablets, powders and capsules should be stable for a short duration.</p> <p>Complete an incident form with regards to the temperature of the area and the medicines affected if the temperature remains above 25oC for 7 days or more. Then contact the Estates office to request 24 hour monitoring by calibrated thermometer, to detect whether this is a short or long term situation.</p> <p>Request a visit from the pharmacy team to review the options available to mitigate against this problem if this is likely to be a long term problem. Complete an incident form with regards to the temperature of the area, and the medicines affected.</p>
	Current	Minimum	Maximum	Actions/Comments e.g. Reset/Reported	Signature	
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