



Structured Administration and Supply Arrangement (SASA) – Issued for a Health Organisation

TITLE: Administration of Influenza Vaccine by Registered Pharmacists at WA Country Health Service (WACHS) sites

1. Authority:

Issued by the Chief Executive Officer (CEO) of the WA Country Health Service (WACHS) under Part 6 of the Medicines and Poisons Regulations 2016.

2. Scope and Criteria:

This SASA authorises the health professionals and actions specified in the table below.

Practitioners:	Registered Pharmacists working within their scope of practice who have completed approved training in accordance with Appendix 1.
Practice setting and/or service:	At WA Country Health sites that comply with Appendix 2.
Approved activity:	Administration.
Approved medicine: • Name, form/route • Schedule	Therapeutic Goods Administration registered influenza vaccine products.
Approved indication(s) (acute) or public health program:	Vaccination against influenza infection in individuals aged 18 years and over as part of staff vaccination programs.
WACHS endorsed policy document(s) e.g. clinical practice guidelines, procedure, policy	Must be used in accordance with the following WACHS endorsed policy document(s): WACHS Medication Prescribing and Administration Policy Patient selection, vaccine administration and follow up care should be in accordance with Vaccination Procedures contained in the latest version of the Australian Immunisation Handbook Australian Immunisation Handbook: Influenza (flu)

3. General Conditions:

The approved activity (administration and/or supply) of the identified medicine under this SASA is subject to the following conditions:



- a. The health practitioner must only administer and/or supply the medicine per the above criteria within their clinical scope of practice.
- b. Medicine selection, administration and/or supply and monitoring must be in accordance with WACHS endorsed clinical practice guidelines, procedure or procedure identified in section 2 above.
- c. If related to vaccinations, written or documented verbal consent must be obtained from the person, parent or guardian, before each instance of immunisation.
- d. If related to Schedule 8 medicines, administration and/or supply must be in accordance with Part 11 of the Medicines and Poisons Regulations 2016.
- e. Administration and/or supply must be recorded in the patient's health care record and include the minimum requirements outlined in regulation 143 of the Medicines and Poisons Regulations 2016. Record keeping for administration and/or supply is in accordance with Part 12 of the Medicines and Poisons Regulations 2016. S4 administration documentation must be kept for 2 years and S8 administration documentation must be kept for 5 years.
- f. The medicines are procured by an authorised person or an appropriate Medicines and Poisons Permit holder. Procurement, storage, administration and supply is in accordance with Part 9 of the Medicines and Poisons Regulations 2016.

Additionally:

- g. The pharmacist must have successfully completed an approved course of training meeting the requirements of Appendix 1;
- h. The pharmacist with the registration type of 'provisional' must be supervised by a pharmacist, who is also eligible to administer vaccines in accordance with this SASA;
- i. Sites where immunisation is being conducted must be appropriately equipped to treat patients in the event of an anaphylactic reaction;
- j. All vaccines administered must be recorded on the Australian Immunisation Register (AIR);
- k. All adverse events occurring following immunisation must be notified to the Western Australian Vaccine Safety Surveillance (WAVSS) system;
- l. Storage and transport of the vaccines is in accordance with the National Vaccine Storage Guidelines: Strive for 5.

4. **Issued by:**

Name:	Rob Pulsford
Position:	WACHS A/Chief Executive
Date:	22 May 2026
Expiry:	22 May 2028
Issue number:	1_2026

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5. References:

- a. [WA Medicines and Poisons Regulations 2016](#)
- b. Australian immunisation handbook. Available at:
<https://immunisationhandbook.health.gov.au/>
- c. National Vaccine Storage Guidelines: Strive For 5. Available at:
<https://beta.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5>
- d. Western Australian Vaccine Safety Surveillance. Western Australian Department of Health. Available at:
http://ww2.health.wa.gov.au/Articles/U_Z/Western-Australian-Vaccine-Safety-Surveillance-WAVSS
- e. Australian Immunisation Register. Available at:
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>

Approval for Issuing (can be removed for publication to internet, original to be kept on record)			
WACHS Medicines and Therapeutics Committee			
Minute number:	Item 5.1 (May 2026)	Date endorsed:	14 May 2026
WACHS Senior Medical Practitioner			
Name and position:	Dr Samir Heble (Executive Director Medical Services)		
Date approved:	15 May 2026	Signature:	HE29553



APPENDIX 1

Approved Training and Required Competencies

All Registered Pharmacists administering a vaccine in accordance with this SASA must have successfully completed an immunisation course provided by:

- a. Health Education Services Australia, or
- b. a Registered Training Organisation, or
- c. a university, or
- d. a course approved by the Chief Executive Officer of the Department of Health, or
- e. a course recognised by an equivalent Department of Health in an Australian State or Territory.

Approved courses must require participants to demonstrate satisfactory knowledge, understanding and minimum competencies in the following areas:

- a. Storage, transport and handling of vaccines (cold chain);
- b. Obtaining informed consent for vaccination;
- c. Indications and contraindications for vaccination;
- d. Administration of vaccines as per National Health and Medical Research Council (NHMRC) Immunisation Guidelines;
- e. Cardiopulmonary resuscitation (CPR);
- f. Diagnosis and management of anaphylaxis and
- g. Documentation of vaccination and critical incidents.

Competency must be maintained through yearly updates. The competency acquired must relate to the vaccine being administered. Additional competencies may be gained through self-directed learning, including referencing the Australian Immunisation Handbook. The Department of Health will determine and advise pharmacists if additional formal training is required for individual vaccines.



APPENDIX 2

Approved Setting

Registered health practitioners may only administer vaccines in accordance with this SASA at a place or premises within a West Australian Country Health Service (WACHS) site that:

1. Has immediate access to the minimum equipment to safely perform immunisation procedures, in accordance with the latest version of the Australian Immunisation Handbook and, has:
 - a. A space where immunisation can be safely performed, that:
 - i. ensures patient privacy and confidentiality;
 - ii. permits the patient to lie flat in the event of a severe adverse event or anaphylactic reaction;
 - iii. offers unhindered access for emergency staff to attend and perform resuscitation procedures;
 - b. An area suitable for direct visual observation of seated patients, for 15 minutes post vaccination;
 - c. Hand washing facilities;
 - d. Equipment for disposal of sharps and clinical waste;
 - e. An in-date, complete anaphylaxis response kit;
 - f. Access to current editions of the Australian Immunisation Handbook and National Vaccine Storage Guidelines: Strive for 5; and
 - g. Up-to-date, written procedures covering provision of immunisation services.
2. Has sufficient staffing, during periods of vaccine administration to ensure patient safety in post-vaccination monitoring and adverse event management:

Where a pharmacist is not dedicated to conducting immunisation activities only, there must be additional staff present, who hold current competency in first aid and CPR, and who can immediately assist with management of any emergency situation.