COVID-19 VACCINATION PROGRAM

Australian Government
Department of Health and Aged Care

COVID-19 Vaccine Administration Error (VAE) Reporting Form

Please email the completed form to the Vaccine Operations Centre (VOC)
Email: **COVID19VaccineOperationsCentre@Health.gov.au**
Phone: 1800 318 208 (9am-5pm AEST Monday-Friday)

Section 1: Immunisation Provider Details

Contact name:		Date of report:	
Phone:		Mobile:	
Organisation/site name:			
Address:			
Email:			
Profession:	☐ Medical Practitioner ☐ Registered Nurse ☐ Pharmacist ☐ Other, please specify:		

Section 2: Patient Details (please do not provide any patient identifiable information)

Total number of patients:	
Age(s):	
Dose:	☐ Primary course dose ☐ Additional dose:

Section 3: Details of COVID-19 Vaccine Administration Error

Type of incident	☐ Incorrect patient ☐ Incorrect vaccine ☐ Incorrect route ☐ Incorrect dose (inc. dilution error) ☐ Incorrect storage (inc. expired vaccine or cold chain breach) ☐ Other, please specify:
Summary of the incident:	

November 2024

Section 4: COVID-19 Vaccine Details

Date(s) administered:		Time(s) administered:	

Vaccine administered:	☐ Pfizer (XBB.1.5) 6 months-4 years (Maroon) ☐ Pfizer (XBB.1.5) 5-11 years (Light Blue) ☐ Pfizer (XBB.1.5) 12 years+ (Grey) ☐ Pfizer (JN.1) 6 months-4 years (Yellow) ☐ Pfizer (JN.1) 5-11 years (Light Blue) ☐ Pfizer (JN.1) 12 years+ (Dark Grey) ☐ Pfizer (JN.1) 12 years+ (PFS)
Lot/Batch number(s):	
Defrost date(s):	
Use-by date(s):	
Volume (in mL):	
Dilution:	☐ No ☐ Yes, please specify:
Cold chain breach:	☐ No ☐ Yes, please specify:

Section 5: Review of the COVID-19 Vaccine Administration Error

How the error was identified:	
Contributing factors:	
Preventative measure(s) in place to avoid similar errors:	

Reporting details

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☐ Report the error as an Adverse Event Following Immunisation (AEFI), even if no adverse event has occurred. You can do this through your state or territory health department, or directly to the Therapeutic Goods Administration (TGA) at Adverse Event Reporting