
Drawing Up Medications from a Vial

The Physician has prescribed you to administer/add _____.

Gather Supplies:

- Medication – Medication(s) should always be infused at room temperature. If the medication requires refrigeration, remove it from the refrigerator 1-2 hours prior to administration.
- Syringe with needle attached.
- Acceptable container (e.g., empty coffee container or empty laundry detergent bottle) for needles (sharps). Be sure to visibly label the container with the word "SHARPS."
- Alcohol Pads.

Preparing & Drawing Up Medication

1. After gathering the supplies above, prepare a clean, flat surface and wash hands.
2. Check the medication vial to ensure:
 - The patient name is correct,
 - The medication and dose are correct,
 - Expiration or Use By date has not passed,
 - Inspect vial for leaks, cracks, particulate matter and clarity of medication/solution.
3. Remove the protective cap from the vial and swab the top of the vial once with a new, unused alcohol pad. Turn the needle clockwise after removing from package to ensure it's tightly on the syringe.
4. Draw air into the syringe by pulling back on the plunger. The amount of air drawn in should be equal to the amount of medication to be withdrawn from the vial.
5. Carefully remove the needle cap from the syringe. Do not touch the needle to anything but the rubber stopper on the vial. If the needle has been contaminated, discard in the acceptable sharps container and use a new syringe with needle attached. Insert needle into the center of the rubber stopper on the vial.
6. Turn the vial with syringe still inserted upside down and inject the air from the syringe into the vial of medication. Gently pull back on the plunger of the syringe, allowing the medication to fill the syringe to the prescribed amount.
7. Withdraw the needle from the vial and carefully replace the protective cap over the needle using a one-handed technique.
8. Swab the administration port of the main therapy bag with a new alcohol wipe. Insert the syringe straight into the port without touching the needle to any other surface. Inject the medication into the bag. After withdrawing the syringe, gently mix the medication in the main therapy bag.
9. Discard the used syringe into the acceptable sharps container.

Questions, Concerns or Problems

Should there be any questions, concerns or problems related to medication administration or the IV line contact the home care agency _____ or Upstate HomeCare.