



Drawing a Medication or Vitamins from a Vial

Follow these steps to draw up medications or vitamins.

Supplies: medication vial, syringe with needles, 1 alcohol pad, and a sharps container

1. Check your patient information and orders. Check your medication label. Make sure your medication label matches your orders. Make sure your medication label includes your name and has the right dose and medication name, and that it has not expired. Make sure there are no particles in the solution.
2. Follow your orders about how to store your medication.
3. Clean your work area with a cleaning solution and a clean paper towel. Throw the paper towel away.
4. **Wash your hands** for 20 seconds with soap and water. Sing or hum the “Happy Birthday” song twice. Dry your hands with a paper towel or a clean hand towel. Alcohol-based hand sanitizer is an alternative. If you choose to use hand sanitizer, use a dime-sized amount on your hands and rub your hands together until dry. Do not wipe, wave, or blow on your hands to dry them faster.
5. Gather your supplies. Gather your medication vial, your syringe, your nonfiltered needle, an alcohol pad, and a sharps container.



6. Draw up your medication.
 - Flip the cap off of the medication vial.
 - Scrub the top of the vial with the alcohol pad for 15 seconds.
 - Take your syringe out of the package.
 - Hold the syringe in your nondominant hand. Twist the needle clockwise to keep it tight. Take the cover off the syringe needle.
 - DO NOT TOUCH THE NEEDLE OR SYRINGE TIP! If you do, or if it touches a surface, throw the syringe away and use a new one.
 - Place the cover on your clean surface.
 - Pull back on the syringe to draw air into the syringe equal to the amount of medication you will draw from the vial.



- Push the needle through the center of the vial. Push on the syringe to put air into the vial.
- Turn the vial upside down. Keep the needle pointing towards the bottom of the vial. Pull back on the plunger to



remove the ordered amount of medication.

- Pull the syringe out of the vial.
- Remove air from the syringe. Hold the syringe with the needle pointing straight up. Tap gently on the syringe and remove any bubbles. Push the plunger until the air is removed.
- Place the cap back on the needle using the scoop method.
- Follow your orders about how to inject the medication.

7. WASH HANDS.

8. If you have been told to add your vitamins to intravenous fluids, find the rubber tip on the IV bag.

9. **WASH HANDS.**

10. Scrub the rubber tip of the IV bag for 15 seconds. Do not drop the rubber tip.

11. Remove the cover of the needle on the syringe. Insert the needle into the rubber tip. Inject all the vitamins into the bag. Remove the entire syringe and throw it into the sharps container.



12. **WASH HANDS.**

If you have been told to add your vitamins to parenteral nutrition (PN) [also called total parenteral nutrition (TPN) or central parenteral nutrition (CPN)], please follow your nurses' instructions.

