

Drawing a Medication or Vitamins from a Vial



Supplies: medication vial, syringe with needle, 1-2 alcohol pads, and a sharps container

Follow these steps to draw up medications or vitamins.

1. Check your orders. Check your medication label. Make sure your medication label matches your orders, that the medication has not expired, and that there are no particles in the solution.
2. Clean your work area with a cleaning solution and a clean paper towel. Wash your hands for 20 seconds with soap and water. Alcohol-based hand sanitizer is an alternative.
3. Gather your supplies: medication vial, syringe with needle, 1-2 alcohol pads, and a sharps container.
4. Draw up your medication.



- Flip the cap off the medication vial. Scrub the top of the vial with the alcohol pad for 15 seconds.
 - Take your syringe out of the package. Twist the needle clockwise. **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.
 - Remove the cover from the needle and place it on your clean working space.
 - Pull back on the syringe with the volume of air equal to the ordered volume of medication.
 - Push the needle through the center of the vial. Push on the syringe to put air into the vial. Turn the vial upside down. Pull back on the plunger to remove the ordered amount of medication.
 - Pull the syringe out of the vial. Push out air from the syringe.
 - Use the scoop method to place the cover back on the needle.
 - Follow orders about next steps.
5. If you have just drawn up vitamins to add to intravenous fluids, find the rubber tip on the IV bag.
 6. WASH HANDS.
 7. Scrub the rubber tip of the IV bag for 15 seconds. Do not drop the rubber tip.
 8. Remove the cover of the needle on the syringe. Insert the needle into the rubber tip. Inject all of the vitamins into the bag. Remove the entire syringe and throw it into the sharps container.
 9. WASH HANDS.

