

# Drawing Medication from a Vial or Ampule and Adding Medication to Your Intravenous (IV) Bag

## Before you begin

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Take these important steps before you begin. Refer to your SASH<sup>1</sup> Teaching Mat for more details.

1. **Clean** your work area.
2. **Wash** your hands.
3. **Gather** your supplies:
  - Medication vial(s) or ampule(s) at room temperature
  - Syringe(s) with needle(s)
  - Filter needle and extra needle (ampule only)
  - Alcohol pads
  - IV medication bag (if needed)
  - IV tubing (if needed)
  - Sharps container
4. **Inspect** the medication label on vial or ampule:
  - Correct patient name
  - Correct medication and dose
  - Medication is not expired
  - The solution should be clear, consistent in color and free of any visible particles

1. SASH=S: Saline; A: Administration of Medication; S: Saline; H: Heparin (if ordered).

## Drawing up your medication

**REMINDER: Be careful not to touch the open ends of sterile supplies after removing the covers or caps.**

### If you use a vial:

1. Flip the cap off the medication vial.
2. Clean the top of each vial with a new alcohol pad for 15 seconds. Allow it to dry.
3. Pick a syringe from your supplies as instructed. The syringe size may vary depending on the medications. Take the syringe with the needle out of the package. Twist the needle clockwise to secure it onto the syringe. If the needle and syringe are separate, connect them now.
4. Check the medication orders and label for the amount (volume) of the medication to be drawn up.
5. Take the cover off the syringe needle. The needle is sterile; don't touch it or let it touch any surface. If it does, throw it away into a sharps container and use a new one.
6. Check the medication orders and label for the amount (volume) of the medication to be drawn up. Pull back on the syringe to draw air into it. The amount should be equal to the volume of fluid to be withdrawn from the vial. For example, if you're drawing up 5 mL of medication, draw up 5 mL of air in the same syringe first.
7. Insert the needle into the center of the vial. Gently push on the plunger to put air into the vial. Do not take the syringe needle out of the vial.
8. To withdraw the medication, turn the vial upside down. Keep the needle point towards the bottom of the vial. Pull back on the plunger to remove the amount of fluid that equals the dose of medication your doctor prescribed.
9. Pull the syringe from the vial once the right amount of medication is in the syringe.

10. Remove all air from the syringe. To do this, hold the syringe with the needle pointing straight up. Gently tap on the syringe to remove any bubbles. Then slowly push the plunger until all the air is removed. Be careful to allow only a drop of medication to escape from the needle. This helps make sure the right amount of medication stays in the syringe.
11. If you are adding medication to an IV bag, refer to the *Adding medication to your IV bag* section on the next page.

### If you use an ampule:

1. Gently tap the top of the ampule with your finger. This helps make sure that all the medication is in the bottom part of the ampule.
2. Clean the neck (narrow area) of the ampule with an alcohol pad for 15 seconds. Allow it to dry.
3. Wrap a second, new alcohol pad around the top of the ampule. Snap off the top of the ampule using your finger and thumb. (Make sure to snap away from you.) Place the top of the ampule into a sharps container. Place the medication ampule upright on a flat surface.
4. Attach the filter needle to the syringe by twisting clockwise (towards the right). Take the cover off and place the cover on a clean surface.
5. Insert the filter needle into the opening of the ampule.
6. Draw back on the plunger to the amount of medication ordered.
7. Remove the syringe from the ampule.
8. Remove all the air from the syringe. To do this, hold the syringe with the needle pointing straight up. Gently tap on the syringe to remove any bubbles. Then slowly push the plunger until all air is removed. Be careful to allow only a drop of medication to escape from the needle. This helps make

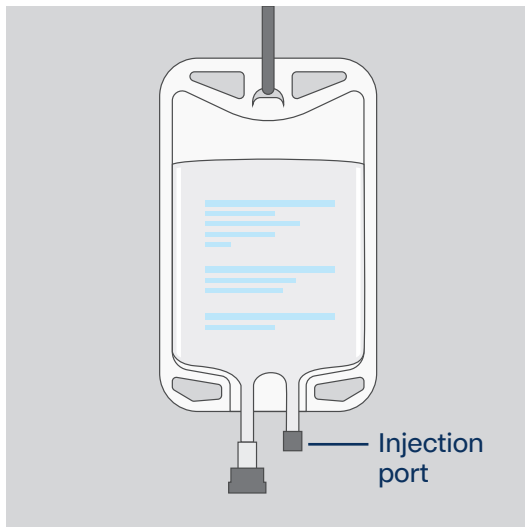
sure the right amount of medication stays in the syringe.

9. Carefully place the clear cover back onto the filter needle. Then remove the filter needle from the syringe by twisting counterclockwise (towards the left). Place the used filter needle in a sharps container.
10. Place a new non-filter needle onto the end of the syringe by twisting clockwise (towards the right).
11. If you are adding medication to an IV bag, refer to the *Adding medication to your IV bag* section below.

### Adding medication to your IV bag

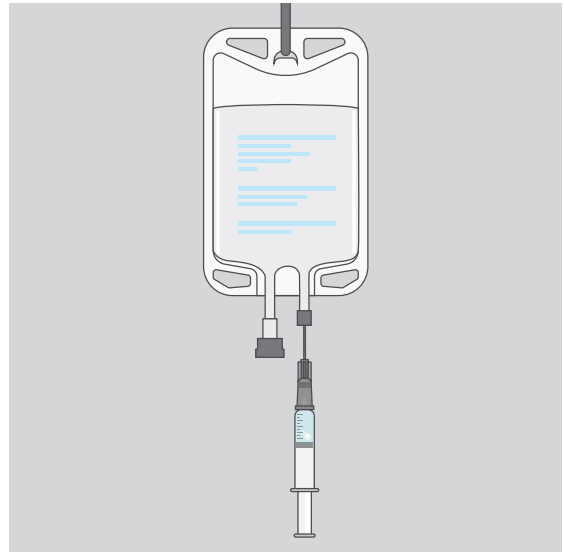
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1. Before you inject the medication into an IV bag, clean the injection port with an alcohol pad for 15 seconds. Allow it to dry.



**NOTE:** If multiple medications are being injected into the IV bag, start with the syringe that has the smallest volume first. Double check you have the correct dose.

2. Remove the protective cover from the needle on your medication syringe.
3. Insert the syringe needle slowly and directly into the center of the rubber end of the injection port. Keep the needle straight so you do not puncture the bag. If you puncture the bag, do not use it. Call your Coram®\* pharmacy.



4. Push the plunger to inject all the medication into the bag. Do not inject any air into the IV bag.
5. Pull the syringe and needle straight out of the injection port. Throw it away into a sharps container.
6. Continue adding each medication in the same manner as above. **(Repeat steps 1-5.)**
7. Gently rock the bag back and forth to mix the medication with IV bag fluid.
8. Follow instructions provided by your nurse on administering your medication.

\*Coram CVS Specialty® Infusion Services.

Coram uses a combination disposal system that ensures incineration of contaminated sharps and other supplies contaminated with hazardous drugs.

This information is not a substitute for medical advice or treatment. Talk to your doctor or health care provider about this information and any health-related questions you have. Coram assumes no liability whatsoever for the information provided or for any diagnosis or treatment made as a result of this information.

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