



Patient Name: \_\_\_\_\_

**Goal: Patient / Caregiver will demonstrate proper preparation and administration of prescribed therapy.**

Dr. \_\_\_\_\_ has prescribed the following medication(s) for you  
(med/dose/route/frequency):

\_\_\_\_\_  
\_\_\_\_\_

**TO PREPARE THE MEDICATION:**

1. **Clean** a well-lit area for preparation of the medication(s).
2. **Wash hands** with soap and water. Dry with paper towels or clean towel.
3. **Gather** the following **supplies**:

**Medication Ampule(s)** \_\_\_\_\_  
**\_\_\_\_\_ ml syringe(s)**  
**\_\_\_\_\_ 19 gauge filter needle(s)**  
**\_\_\_\_\_ 21 gauge needle (s)**  
**Alcohol Wipes**  
**Sharps Disposal Container**  
**Wastebasket**

4. **Inspect** Medication label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.
5. **Drawing up your medication:**
  - a) Open the syringe and attach the filter needle securely.
  - b) Open an alcohol wipe and wrap it around the tapered end of the medication ampule. Break off the top of the ampule and discard in the trash.
  - c) Remove the cap from the needle on the syringe.
  - d) Put the needle of the syringe into the ampule.
  - e) With the tip of the needle in the solution, draw back \_\_\_\_\_mls of medication.
  - f) Remove the needle from the ampule of medication. Discard the ampule into the trash.

g) Using the “one handed scoop” method, recap the needle then unscrew the filter needle and discard into the Sharps Container.

h) Open the new, non-filter needle and attach to the medication syringe.

6. **If adding the medication to a bag of solution:**

a) Clean the port on the solution bag with an alcohol wipe. Let dry.

b) Remove the cap from the medication syringe.

c) Insert the needle of the syringe **straight** into the bulls-eye (center) of the port.

d) Inject the entire contents of the syringe into the bag by pushing on the plunger of the syringe.

e) Gently rotate the bag to mix the medication thoroughly.

7. **If giving the medication direct IV Push:**

a) Clean the injection site on the end of the IV catheter with an alcohol wipe. Let dry.

b) If you have a clamp on your IV catheter, unclamp it at this time.

c) Remove the cap from the saline flush syringe and attach the syringe to the IV catheter / extension set by screwing it onto the injection site.

d) Flush the IV catheter with \_\_\_\_\_ mls saline as directed. Discard the syringe into the trash.

e) Clean the injection site on the end of the IV catheter with a new alcohol wipe. Let dry.

f) Remove the needle from the medication syringe. Discard the needle into the Sharps Disposal Container.

g) Attach the medication syringe to injection site on the end of the IV catheter.

h) Slowly inject the contents of the **medication** syringe over \_\_\_\_\_ minutes. Remove the syringe and discard it into the trash.

i) Clean the injection site on the end of the IV catheter with a new alcohol wipe. Let dry.

j) Flush the catheter with saline and heparin as directed.

**That's It! Great Job!**