



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 Vial** \_\_\_\_\_  
**\_\_\_\_\_ ml syringe(s) with needle attached**  
**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. Secure the needle onto the end of the syringe.
  - b) Remove the cap on the top of the medication vial.
  - c) Clean the top of the medication vial with an alcohol wipe
  - d) Pull the plunger of the syringe back to the \_\_\_\_\_ ml mark.
  - e) Remove the cap from the needle on the syringe.

- f) Push the needle of the syringe into the vial and turn the vial upside down. Push the air into the vial.
  - g) With the tip of the needle in the solution, draw back \_\_\_\_mls of medication.
  - h) Remove the needle from the vial of medication.
  - i) Using the “one handed scoop” method, recap the syringe to prevent contamination.
6. **If adding 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.

**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) Unclamp the IV catheter. Flush the IV catheter with \_\_\_\_\_ mls saline as directed. Discard the syringe into the trash.
- c) Clean the injection site on the end of the IV catheter with a new alcohol wipe. Let dry.
- d) Remove the needle from the medication syringe.
- e) Attach the medication syringe to injection site on the end of the IV catheter.
- f) Slowly inject the contents of the **medication** syringe over \_\_\_\_\_ minutes. Remove the syringe and discard it into the trash.
- g) Clean the injection site on the end of the IV catheter with a new alcohol wipe. Let dry.
- h) Flush the catheter with saline and heparin as directed.

**Continue with medication administration method as instructed by your nurse.**