


## DRAWING UP MEDICATIONS

**Document Owner:** C. Sohm      **Program/Service Area:** Centre for Prehospital Care      **Issue Date:** April 2009  
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**Approval:** Corey Petrie, Interim Regional Manager, Centre for Prehospital Care & Trauma Services      **Frequency:** As Required, in accordance with Applicable Medical Directives.

**Signature:** 

**Purpose:** To ensure a consistent standardized practice for drawing up medications.

|    | Content  | Details   |
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| 1. | Ensure that the patient qualifies for the appropriate medical directive, or contact a Base Hospital Physician (BHP) for further direction.   |   |
| 2. | Communicate the need for the medication and its effects to the patient and/or family member and obtain consent whenever possible   |   |
| 3. | Check medication for proper labeling and for an expiry date  |   |
| 4. | Refer to the correct medical directive for correct dosages.  | All commonly used multi-dose vials of injectable medication in solution will be given an expiry of 30 days from the date of initial opening.  |
| 5. | <p>If using a multi-dose vial with a rubber stopper and blunt needle system:</p> <ol style="list-style-type: none"> <li>1. Remove the thin seal cap from the top of the vial without touching the rubber stopper.</li> <li>2. Clean the rubber stopper with antiseptic.</li> <li>3. Using the appropriate blunt needle for medication withdrawal, inject a volume of air into the vial equivalent to the amount of solution to be withdrawn.</li> <li>4. Insert the spike of the access pin (blunt needle) into the vial until the "wing" of the pin touches the vial's rubber stopper.</li> <li>5. Hold the vial with the non-dominant hand and turn it up and pull the needle back to where the bevel is beneath the fluid level.</li> <li>6. Withdraw the volume required and remove the blunt needle and syringe from the vial and then remove the blunt needle and dispose of it in the sharps container.</li> <li>7. Attach the appropriate administration device (needle, MAD) to the syringe</li> <li>8. Gently advance the plunger of the syringe to expel air from the solution.</li> <li>9. For IV administration, attach the syringe to appropriately needless hub for injection.</li> </ol> | <p>Vial or ampoule</p> <ol style="list-style-type: none"> <li>1. Inspect the medication for expiry date, clarity, concentration and absence of sediment.</li> <li>2. Calculate the desired volume of medication to be administered.</li> </ol> <p>Keep the needle pointing straight up and tap the sides of the syringe to aid in moving air to the top of the syringe where it can then be expelled by gently advancing the plunger.</p> |
| 6. | <p>If using a multi-dose vial with a rubber stopper and a sharp safe needle system:</p> <ol style="list-style-type: none"> <li>1. Remove the thin seal cap from the top of the vial without touching the rubber stopper.</li> <li>2. Clean the rubber stopper with antiseptic.</li> <li>3. Using the appropriate sharp safe needle for medication withdrawal and injection, inject a volume of air into the vial equivalent to the amount of solution to be withdrawn.</li> </ol>  |   |

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|    | <ol style="list-style-type: none"> <li>4. Insert the spike of the sharp safe needle into the vial until the “wing” of the pin touches the vial’s rubber stopper.</li> <li>5. Hold the vial with the non-dominant hand and turn it up and pull the sharp safe needle back to where the bevel is beneath the fluid level.</li> <li>6. Withdraw the volume required and remove the sharp safe needle and syringe from the vial.</li> <li>7. Gently advance the plunger of the syringe to expel air from the solution.</li> </ol>   |   |
| 7. | <p>If using an ampoule:</p> <ol style="list-style-type: none"> <li>1. Lightly tap, shake or swirl the ampoule to dislodge any solution from the neck of the container.</li> <li>2. Ensure the glass ampoule is appropriately wrap/covered for your protection i.e. by an ampoule cracker, antiseptic swab, gauze, etc.</li> <li>3. Grasp the ampoule, snap off the top away from you and others, and discard the top in an appropriate sharps disposable container.</li> <li>4. Insert the appropriate sized sharp safe needle or blunt needle into ampoule and draw up the appropriate amount of solution, and then remove the needle from the ampoule.</li> <li>5. Do not allow the needle to touch edges of ampoule</li> <li>6. If using a blunt needle, remove the blunt needle and dispose of it in the sharps container. If using a sharp safe needle, proceed to step 8.</li> <li>7. Attach the appropriate administration device (needle, MAD) to the syringe</li> <li>8. Gently advance the plunger of the syringe to expel air from the solution.</li> <li>9. For IV administration, attach the syringe to appropriately needless hub for injection.</li> </ol> | <p>Many ampoules have a dot on the neck. Face the dot away from you to snap off</p> |

**Expected Outcome:** To successfully draw up medication.