



Intramuscular Injection Sign off Form

Step by Step IM Injection Instructions:

- 1) Collect syringe, needle to draw up, and separate needle to inject (with safety guard on it) as well as alcohol pad and cotton ball or band aid. If using a **prefilled syringe**, you only need the draw needle as well as alcohol pad and cotton ball or band aid.
- 2) Swab top of vial with an alcohol swab. (Not necessary if injecting from prefilled syringe)
- 3) Put the needle on syringe (sterile connection - do not touch the needle hub) and pull up 1ml of air into the empty syringe and then inject that air into the vial.
- 4) Turn the vial upside down and withdraw the correct amount of medication. Then withdraw needle from vial.
- 5) Change the withdraw needle to the needle you will be injecting with - once again avoiding touching the needle hub by handling through the package or using the top part that is covered with a needle cap.
- 6) **If using a prefilled syringe**, there is no need to draw anything up. Remove the prefilled syringe hub and attach the needle you will be injecting with – avoiding touching the needle hub.
- 7) Carefully, slowly, push any excess air out of the syringe until a tiny bead of solution is at the needle tip and there is no significant air in the syringe.
- 8) Put gloves on.
- 9) Identify your marker on the patient's body (Mentally split the Glute in 4 quadrants and aim for the upper outer quadrant) and alcohol that spot off. If desired you can "mark" your spot BEFORE you alcohol it off by pushing your nail in to indent the skin, then alcohol that spot. Of note, we prefer to alternate sides from right to left if someone is getting injections regularly. Also, do not touch the spot after you have cleansed with alcohol as you are putting germs back on that you just tried to clean off.
- 10) Remove the needle cap. Pinch or spread/outline the main spot in your goal with your non-dominant hand thumb and pointer finger so that the "bull's-eye" is in the center of the outline your fingers have created.
- 11) Anchoring just the lower side of the edge of your palm by your wrist against the pt's body, holding the syringe as you would a pen, plunge the needle into your bull's-eye.
- 12) Withdraw the plunger just slightly to make sure you do not see any blood backing up into the syringe, then push the plunger through until all the solution has been injected.
- 13) Withdraw the needle and IMMEDIATELY use a stable object to flip the safety cap up onto the used needle. Then depress the injection area with a cotton swab or put a band aid on.
- 14) Clean up. Put the needle/syringe into the "sharps" container.



I attest that I have been trained by: _____ (name) on the above step by step instructions to appropriately administer an intramuscular injection. I have discussed these instructions in person, read and verified my understanding and demonstrated my ability in front of: _____ (provider name). I have had all of my questions answered and am comfortable with the appropriate technique and safety protocols required.

Employee

Printed Name: _____ Signature _____ Date _____

Verifying Provider

Printed Name: _____ Signature _____ Date _____