Step by Step IM Injection Instructions:

1) Collect syringe, **multidose vial spike**, injection needle (with safety guard on it), alcohol pad, and cotton ball or band aid. If using a **prefilled syringe**, you only need the injection needle, alcohol pad, and cotton ball or band aid.

2) Verify the date that the vial was opened. If you are opening a new vial, you must date and initial the vial.

3) Swab the top of the vial with an alcohol swab. Allow the alcohol to dry.

4) Using aseptic technique, attach the **multidose vial spike to the vial,** according to the manufacturer's instructions. Do not touch the sterile connection or needle hub.

5) Turn the vial upside down and withdraw the correct amount of medication into the syringe. **Do not use a separate draw needle.** Remove the syringe.

6) Attach the injection needle with the safety guard to the syringe, avoiding touching the needle hub by handling it through the package or using the covered portion of the needle.

7) Carefully and 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 into 4 quadrants and aim for the upper outer quadrant. 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 patient's body, holding the syringe as you would a pen, plunge the needle into your "bull's-eye."

12) 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.

13) Clean up. Put the used needle and 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, date and initial a new vial that I open and how to properly put a multidose spike into a new vial. 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: _____