

SAMPLE

Protocol for Administering Medication / Vaccines

I. Guidelines

- A. Perform hand hygiene upon entering the patient room
- B. Identify the patient when you walk into the exam room.
 - 1. Patient Name
 - 2. Date of birth
- C. Provide a Vaccine Information Sheet (VIS) to the patient prior to drawing up vaccine.
- D. Verify any allergies prior to administration.
- E. Confirm the medication administration.
- F. Perform the **Seven Rights of Medication Administration**.
 - 1. **Right patient** – Prepare medication one patient at a time
 - 2. **Right Drug** – Check and/or have verified label of vaccine/medication is the correct vaccine/medication ordered for correct patient
 - 3. **Right Dose** – Ensure dose to be given is the correct dose that was ordered
 - 4. **Right Time** – Ensure vaccine/medication administration is given at the correct time
 - 5. **Right Route** – Ensure drug is given via the route that is ordered
 - 6. **Right Reason** – Verify correct indication for vaccine/medication use
 - 7. **Right Documentation** – Ensure timely and complete documentation of vaccine/medication give to include:
 - 1. Date of administration
 - 2. Vaccine manufacturer
 - 3. Vaccine lot number
 - 4. Name and title of the person who administered the vaccine
 - 5. Vaccine Information Statement (VIS)
 - a. Date printed on the VIS
 - b. Date the VIS was given to the patient or parent/guardian
 - 6. CAIR2 Registry

II. Preparation:

- A. Select the site of administration for an intramuscular injection
- B. Select needle and syringe size appropriate to the amount of solution and site of administration.
- C. Perform hand hygiene prior to preparing vaccine or medication.
- D. Prepare the correct dose, expelling any excess air from the syringe
- E. Present medication to MD or Licensed personnel to verify the correct medication and dosage.

III. Administration

- A. Perform hand hygiene when entering room and prior to gloving
- B. Provide explanation to the patient of any side effects.
- C. Put on gloves and position the patient for the injection.
- D. Clean the site with an alcohol swab.
- E. Inject the solution slowly and steadily.
- F. Withdraw the needle quickly (Do Not recap) and place in sharps container.