Gather the supplies that you will need:
- Medication vial, syringe and needle, alcohol wipe

Ensure that you are working in a clean area and wash your hands prior to working with the medication

Check the label and ensure you have the right medication
Check the date on the medication to ensure it is not expired
- If it is a new vial that you are opening, put a date opened or expiration sticker on it
Ensure that the medication is not cloudy, there are no color changes, and there are no particulates floating in it*
- *Suspensions, like insulin, are not optically clear and should be shaken before use

Remove the vial cap (if it is an unopened vial) and swab the top with the alcohol swab. Allow the alcohol to dry.
Hold the syringe in your hand like a pencil with the needle pointed up
With the cap still on, pull back on the plunger to the line on the syringe for your dose
- This fills the syringe with air
Insert your needle into the rubber top at about a 45 degree angle with the bevel facing up towards you.
Inject the air into the vial
Turn the vial upside down and withdraw the amount of medication needed

If you have air bubbles in the syringe, while keeping the syringe tip in the medication bottle:
- Tap the syringe with your finger to move the air bubbles to the top
- Gently push on the plunger to expel the air from the syringe back into the vial
- If there are still a large amount of bubbles in the syringe, push all the medication back into the vial and draw the medication back out again, slowly
Remove the syringe from the vial
If you do not plan on using the syringe immediately, put the cap back on the needle