

- 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

