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.