

# Injection Safety Policies and Procedures (Template)

This sample document should be modified to make it unique to your facility’s injection safety program needs.

## Purpose:

To prevent the spread of blood borne pathogens and bacterial infections through the use of safe injection practices and ongoing standardized competency training.

## Policy:

All members of the healthcare team will follow best practices guidance from the U.S. Centers for Disease Control and Prevention (CDC) and Association for Professionals in Infection Control (APIC) regarding the safe use of needles, syringes, medications, cannulas and intravenous delivery systems.

## Procedures:

The following procedures apply to the use of all needles, syringes, medication vials, intravenous delivery systems and sharps containers.

1. Follow hand hygiene guidelines at all times;
   1. Before patient contact
   2. Before carrying out a clean/aseptic procedure such as handling an invasive device, preparing injections
   3. Immediately after contact with body fluids, mucous membranes or wound dressings
   4. After touching patient surroundings, all inanimate surfaces in the patient care area and upon leaving the patient room
2. Injections are prepared using aseptic technique in a clean area free from contamination or contact with blood, body fluids, or contaminated equipment.
3. Needles and syringes are used for only one patient (this includes manufactured prefilled syringes and cartridge devices such as insulin pens).
4. The rubber septum on a medication vial is disinfected with alcohol prior to piercing.
5. Medication vials are entered with a new needle and a new syringe, even when obtaining additional doses for the same patient.
6. Single-dose or single-use medication vials, ampules, and bags or bottles of intravenous solution are used for only one patient.
7. Medication administration tubing and connectors are used for only one patient.
8. Multi-dose vials are dated by healthcare worker when they are first opened and discarded within 28 days unless the manufacturer specifies a different (shorter or longer) date for that opened vial.Note: This is different from the expiration date printed on the vial.
9. Multi-dose vials are dedicated to individual patients whenever possible.
10. Multi-dose vials to be used for more than one patient are kept in a centralized medication area and do not enter the immediate patient treatment area (e.g., operating room, patient room/cubicle). Note: If multi-dose vials enter the immediate patient treatment area, they should be dedicated for single-patient use and discarded immediately after use.

Approved by (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minnesota Department of Health  
Infectious Disease Epidemiology, Prevention and Control  
PO Box 64975, St. Paul, MN 55164  
651-201-5414   
[www.health.state.mn.us](http://www.health.state.mn.us)

To obtain this information in a different format, call: 651-201-5414.

03/2018