

**WHITING FORENSIC HOSPITAL**  
**Nursing Policy and Procedure**

**SECTION F:        MEDICATION POLICIES AND PROCEDURES**  
**CHAPTER 2        MEDICATION MANAGEMENT**

***Policy and Procedure 23.17.7 MULTIDOSE VIALS and LIQUID MEDICATION***

**Multi-dose Vials**

**Procedure:**

1. Select an appropriate syringe and needle.
2. Remove the metal cover from the rubber stopper.
3. When a multi-dose vial is opened, the nurse is required to complete the sticker with the following:
  - date of opening the vial
  - expiration date (this will be 28 days from the opening date, or manufacturer's expiration date, whichever is sooner)
  - Nurse initials
  - When placing the sticker on the vial, do not obscure the name of the medication, dosage or manufacturer's expiration date.

**(See label illustration below). Pharmacy will provide labels.**

Date Opened: _____
Date Expired: _____

4. Clean a pre-opened vial by swabbing it with an alcohol square.
5. Fill the syringe with a volume of air equal to the volume that will be withdrawn from the vial.
6. Pierce the rubber stopper with the needle and instill the air.
7. Invert the vial, hold, and brace it while pulling on the plunger.
8. Remove the needle when the desired volume has entered the barrel of the syringe.
9. If the medication is a controlled substance, aspirate the entire contents from the vial for controlled substances.
10. Discard any excess volume of medication and have another nurse witness wasting the medication.
11. Discard syringe and needle in sharps disposal container.
12. Discard labeled, opened multi-dose vials within 28 days. \*However, note that the manufacturer's expiration date on some medications may be less than 28 days, if opened. An exception to this procedure is the Influenza vaccine. The influenza vaccine has 10 doses per vial. However, the expiration date we use is the manufacturer's expiration date.

**Liquid Medication**

**Procedure:**

Discard labeled and the opened bottles of liquid medication (not a multi-dose vial) according to the expiration date on the bottle.

