

Injection Safety

Checklist for Healthcare Personnel

This checklist can be used to evaluate safe injection practices. When an element to be assessed is checked “no,” the column to the right should be used to document a plan of correction, education provided or other actions to correct the element.

Injection Safety Program-Elements to be Assessed	Yes	No	Notes/Plan of Correction
Healthcare personnel (HCP) who prepares and/or administers parenteral medications receive training on safe injection practices.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Training is provided upon hire, prior to being allowed to prepare and/or administer parenteral medications. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Training is provided annually. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Training is provided when new equipment or protocols are introduced. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HCP are required to demonstrate competency with safe injection practices following each training.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
The facility maintains current documentation of competency with preparation and/or administration procedures for all personnel who prepare and/or administer injections and parenteral infusions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
The facility routinely audits (monitors and documents) adherence to safe injection practices.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
The facility provides feedback from audits to personnel regarding their adherence to safe injection practices.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Injections are prepared using aseptic techniques in a clean area free from contamination or contact with blood, body fluids or contaminated equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Needles and syringes are used for only one patient (this includes manufactured prefilled syringes and cartridge devices such as insulin pens).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
The rubber septum on a medication vial is disinfected with alcohol prior to piercing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Medication containers are entered with a new needle and a new syringe, even when obtaining additional doses for the same patient.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Single-dose (single-use) medication vials, ampules, and bags or bottles of intravenous solution are used for only one patient.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Medication administration tubing and connectors are used for only one patient.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Multi-dose vials are dated by HCP when they are first opened and discarded within 28 days unless the manufacturer specifies a different (shorter or longer) date for that opened vial. <i>Note: This is different from the expiration date printed on the vial.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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). <i>Note: If multi-dose vials enter the immediate patient treatment area, they should be dedicated for single patient use and discarded immediately after use.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All sharps are disposed of in a puncture-resistant sharps container.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Filled sharps containers are disposed of in accordance with state regulated medical waste rules.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hospital has a drug diversion prevention program that includes consultation with the IP program when drug tampering (involving alteration or substitution) is suspected or identified to assess patient safety risks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All controlled substances (e.g., Schedule II, III, IV, V drugs) are kept locked within a secure area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Safety Tips and Reminders

- Follow proper infection control practices and maintain an aseptic technique during the preparation and administration of injected medications. Example: Perform hand hygiene using alcohol-based hand sanitizer or soap and water.
- The medication area should be in an area free from contamination with blood, body fluids, or contaminated equipment.
- If multi-dose vials enter the immediate patient treatment area, they should be used for only that patient and then discarded.
- Do not use medications packaged as single-dose or single-use for more than one patient.
- Never administer medications from the same syringe to more than one patient, even if the needle is changed.
- Never enter a vial with a used syringe or needle.