Quick Reference Guide

Administering a vaccine from a vial

Always refer to package inserts for detailed instructions when preparing and administering vaccines. In general, follow the steps below:



Remove cap





Cleanse stopper with alcohol pad and let dry

Pull back on

specified dose

plunger and draw



Assemble needle and syringe, then uncap needle



Withdraw needle



Dispose of device and components



Before any patient contact, ensure you have the personal protective equipment (PPE) required by your institution's policies/procedures.

Remember: Follow your institution's policies/ procedures for aseptic technique and skin preparation and for safe disposal of all medical waste.

Please consult Instructions for Use on the package or package insert for important safety information. This guide is not intended as a replacement for the detailed information contained in the IFU.

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Insert needle

straight into center

Tap syringe then push air out





Clean skin with alcohol swab

Inject patient with vaccine



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