



Vial (Single & Multi-Use) Care & Use Procedure

Procedure Number

CHC-IC-0038

Version Nos:

5

1. Purpose

This Procedure outlines the process for the use and care of single-use and multi-use vials by West Coast District Health Board (WCDHB) staff members.

2. Application

This Procedure is to be followed by all clinical staff throughout the WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

Infection Control Coordinator is required to:

- oversee all aspects of this Procedure
- monitor the performance of WCDHB staff members in relation to this Procedure;

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Infection Control Policy and Procedures;
- abide by all WCDHB Health and Safety Policy and Procedure.

5. Resources Required

This Procedure requires:

- i) Sharps containers
- ii) Syringes and needles

6. Process

- 1.00 Single use vials are recommended for general use while multiuse vials should be only used in high use areas.
- 1.01 Before using a multiuse vial:
 - i) check the vial for expiry date.
 - ii) check for visible damage to vial.
 - iii) check clarity and colour of vial contents
 - iv) check date of first access to vial. This date must be recorded when first opened or else the vial is to be discarded.
- 1.02 Multiuse vials can be used until one of the following conditions occurs when the vial must be discarded:
 - i) the vial has been incorrectly stored; and/or
 - ii) the vial contents have finished or there is not enough for a complete dose; and/or
 - iii) the expiry date has been reached; and/or
 - iv) the shelf life has been exceeded; and/or
 - v) 30 days have passed since initial access of the vial (single patient), or 7 days (multiple patients); and/or
 - vi) there is visible damage to the rubber septum or bottle; and/or



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- vii) the vial is accessed in a non-sterile manner; and/or
 - viii) the contents appear visibly abnormal; and/or
 - ix) storage temperature has been breached.
- 1.03 Single use vials are to be discarded when the appropriate dose has been drawn up. Remaining fluid is not to be left for another dose.
- 1.04 Vials are to be discarded into the appropriate sharps container.
- 1.05 Care is to be taken when accessing the vial that it does not shatter. Use of a filter needle to draw up the contents can lessen the risk of glass particle contaminating the dose.
- 1.06 When reconstituting powder to a liquid dose strict aseptic techniques should apply and be followed according to the manufacturers recommendations. Time is to be allowed for complete reconstitution of lyophilised components.
- 1.07 The rubber septum is always to be rubbed with an alcohol swab before accessing with a needleless system.
- 1.08 Medications are not to be mixed if multiple separate doses have to be administered, i.e. a new needle and syringe is to be used for each medication..
- 1.09 Plastic ampoules are intended for single use only and the required fluid should be drawn up and administered as soon as practical and the ampoule discarded.
- 1.10 A new syringe and needle is to be used for each access.
- 1.11 After use the vial is to be discarded into the sharps container (single use) or dated and stored appropriately (multiuse).
- 1.12 Multiuse vials that have been accessed are to be stored preferably in the refrigerator at 4 - 8 - C. They should be not be stored in a fridge used for food storage, and limited to one site so multiple vials are not open at the same time.
- 1.13 Vial contents must never be transferred to a syringe and then stored.

7. Precautions And Considerations

- ➔ Single use vials are recommended for general use while multiuse vials should be only used in high use areas.
- ➔ Single use vials are to be discarded when the appropriate dose has been drawn up
- ➔ Vial contents must never be transferred to a syringe and then stored.

8. References

New Zealand Standard – Infection Control (NZS 8142:2000)



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9. Related Documents

WCDHB Health and Safety Procedure Manual

WCDHB Infection Control Procedure Manual

Revision History	Version:	5
	Developed By:	Infection Control Coordinator
	Authorised By:	GM – Operations
	Date Authorised:	March 2004
	Date Last Reviewed:	January 2008
	Date Of Next Review:	January 2010



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