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SOP: Safe Injection Practices

1. Purpose

- Provides standardized instructions for preparation, administration, and disposal of injections.
- Aims to prevent infection and protect both patients and healthcare workers.

2. Scope

- Applies to all staff involved in:
- Managing injectable medicines
- Preparation for injections
- Administration of injections
- Disposal of injectable materials

3. Responsibilities

- Practice Manager / Clinical Lead
- Ensures SOP availability, updates, and approval by the relevant authority.
- Oversee staff training, competency assessments, and record-keeping.
- Healthcare Worker (Administrator)
- Follows SOP steps for each injection administered.
- Completes required records and reports of any incidents or near-misses.

4. Mandatory Safe Injection Aspects and Procedure

4.1 Clean Workspace

- Prepare and administer injections in a clean, organized area.
- Remove clutter and disinfect surfaces before use.

4.2 Hand Hygiene

- Perform hand hygiene immediately before handling medications or devices.
- Use alcohol-based handrub or soap and water according to facility policy.

4.3 Sterile Syringe and Needle

- Use a sterile, single-use syringe and needle for each injection.
- Prefer syringes/needles with reuse-prevention or injury-protection features.

4.4 Sterile Medication Vial

- Confirm vial sterility, expiry date, and matching batch number.
- Inspect contamination or damage prior to use.

4.5 Sterile Diluent (if applicable)

- Use only sterile diluent from intact containers.
- Follow manufacturer instructions for reconstitution.

4.6 Skin Disinfectant

- Clean injection site using proper disinfectants.
- Allow the skin to dry completely before injection.

4.7 Aseptic Technique

- Maintain aseptic technique during preparation and administration:
- Avoid touching needle, syringe tip, or vial septum after cleaning.
- Maintain a sterile field.

4.8 Collection of Sharps

- Place needles and syringes immediately into puncture-resistant sharps containers.
- Do not recap needles unless absolutely necessary and per facility policy.

4.9 Management of Multi-Dose Vials

- Prefer single-patient use of multi-dose vials.
- If multi-patient use is required:
- Follow strict aseptic technique.
- Label vials with opening date.
- Discard according to facility policy.

4.10 Waste Management

- Dispose of clinical waste and sharps according to regulations and facility procedures.
- Segregate waste streams and ensure safe transport and disposal.

4.11 Recording of Administered Injections

- Record details of each injection, including:
- Administrator's name
- Time and site of injection
- Batch/lot number.
- Medicine name, dosage, and route

5. Training and Competency

- All injection administrators must receive initial training and periodic competency assessments.
- Maintain training records for all staff.

6. Incident Reporting

- Report immediately any:
- Adverse events
- Needlestick injuries
- Breaches of aseptic technique
- Follow facility incident reporting procedures and investigations.

7. Audit and Review

- SOP and injection practices should be audited regularly.
- Use checklist scoring for audits.
- Review SOP at least every 5 years or sooner if practices or regulations change.

8. References

- World Health Organization (WHO) – Injection safety and infection prevention guidelines.