



**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15649(P)
Category: Continuing Care
Title: Methotrexate Preparation & Administration Procedure

Approved by: VP Integrated Health Services

SA Gricka

Review Date:					
Initial:					

Source: Home Care Managers & Pharmacy
Date Effective: January 14, 2010

PROCEDURE FOR DRUG PREPARATION

NOTE: If Methotrexate is not prepared under a hood, the following work practices will be required:

1. Prepare the medication in a quiet, well-lit clean area on a disposable blue pad, which can be removed and disposed of as a hazardous waste on completion of the procedure.
2. Wear personal protective equipment (PPE) in order to prevent the spill of Methotrexate on the skin or splash in the eyes as follows:
 - Closed front long sleeve gown with tight-fitting cuffs and neck,
 - High filtration, disposable face mask and safety glasses or “secure guard” mask and eye shield unit,
 - Disposable latex or PVC gloves (double glove).
3. Wear PPE during the preparation of the medication and maintain aseptic technique. Prevent spills by using the leur-lock disposable safety syringes.
4. To prevent spraying when withdrawing the drug:
 - Before withdrawing the drug from the vial, fill the syringe with air in an amount equal to the volume of drug required.
 - Withdraw the solution by alternately injecting small amount of air into the vial and withdrawing an equal amount of solution until the required volume is withdrawn.
 - Adjust the volume of the solution in the syringe by expelling the air and/or solution into the vial.
 - Invert the vial so the needle has no contact with the solution. Carefully remove the needle from the vial avoiding contact with the solution. (This helps remove drops that cling to the end of the needle).

PROCEDURE: DRUG ADMINISTRATION

1. Administer the drug using the following precautions to protect from irritation or allergic reactions by:

- Washing hands thoroughly prior to and after the administration of the drug.
 - Wearing PPE as above.
2. If the medication is administered in a pre-filled syringe, gloves and an apron/gown are still required. Masks are not considered necessary in this circumstance. Eye protection need only be basic to prevent splashes directly into the eye(s). For this purpose, as person's own eye glasses would suffice. For staff who does not normally wear glasses, safety glasses should be worn.
 3. Aseptic technique should be used throughout.
 4. After the injection, ensure that none of the drug has leaked onto the client's skin. If it has, then wipe off immediately with the swab. Apply a waterproof adhesive dressing or bandage.

PROCEDURE: DISPOSAL

1. Discard the syringe, vial, sharps, blue pad and any other item used in the preparation or administration of the medication into the designated yellow biohazard container.
2. Transport biohazard container safely as per usual procedures.
3. Cytotoxic waste should be collected within 4 weeks.

PROCEDURE: ACCIDENTAL CONTACT

NOTE: Absorption is not expected through the skin or mucous membranes.

1. Eyes: Immediately flush with plenty of cool water or normal saline for at least 10 minutes. It is suggested that a bottle of sterile eye wash, (i.e. normal saline solution), is available in the location where Methotrexate is to be administered.
2. Skin: Promptly wash with soap and cool running water. Flush for at least 10 minutes. Contaminated clothing should be removed and washed before re-use.
3. Needle Stick Injury: Wash the area immediately with soap and water. Allow the site to bleed freely. Flush with water for a minimum of 10 minutes.

In all incidents of accidental contact, follow the regional policies and procedures for OH&S as outlined in the Prairie North Health Region Occupational Health and Safety Program Manual, including seeking the appropriate medical attention and completing the Incident and Worker's Compensation forms.

PROCEDURE: ACCIDENTAL SPILLAGE

NOTE: The risk of spillage is deemed to be low because of the small volume involved. Due to this small volume, a spillage kit is not necessary. Follow the instructions below:

1. If not already on, put on PPE as above. Double glove

2. Small spillages of less than 1 cc should be wiped up immediately with a cotton wool swab or gauze pad and the area of contact washed thoroughly with soap and water. The blue pad may also be used.
3. The cotton wool swab and any contaminated PPE or other material should be placed in the biohazard container for incineration.