

**1-800-862-2731**

**Administration of Micafungin Using a Minibag Plus System**

Drug Name: \_\_\_\_\_

Volume and Rate: \_\_\_\_\_

Schedule: \_\_\_\_\_

**FLUSHING:**

Saline  
Drug  
Saline  
Heparin

**KEY POINTS:**

1. Always wash your hands with an antibacterial soap or antiseptic hand gel before any procedure for 15 seconds. Do not touch anything dirty, such as your clothes, glasses or skin after washing your hands. If you do, rewash them.
2. Check the bags and syringes for leaks, expiration dates, color changes and floating materials. If any of these occur, set aside and use another. Notify HomeMed.
3. Always check the bag label for your name, drug name, dose and how frequently the drug should be given. If the information does not match, call HomeMed immediately.
4. Work at a comfortable pace. The risk of contamination increases if you rush.
5. Change your IV tubing every 3 days. Labels will be provided. **Protect tubing and IV bag from light.**

**SUPPLIES:**

- (1) Prefilled IV Mini bag Plus System medication bag
  - (1) IV tubing (remove from package)
  - (2) Locking blunt cannulas (“winged adaptor”)
  - (1) Prefilled Heparin flush syringe (remove from package)
  - (2) Prefilled Saline flush syringes (remove from package)
  - (3) Blunt needle
  - (2) alcohol wipes
- Household cleaner (such as bleach, alcohol or dish soap) & paper towels

**PROCEDURE:**

1. Place a trash can next to your work area.
2. Wash your hands by first wetting your hands and wrists under running

**Wash your  
hands**



water. Scrub vigorously with antibacterial soap for 15 seconds. Work lather between fingers, under nails, over the palms and back of hands. Rinse hands well by keeping your hands up with fingers pointing up towards the ceiling so that the dirty water runs toward your elbows. Dry your hands with a clean paper towel from the tips of fingers down. Turn off the faucet with the paper towel.

3. Gather your supplies and place in a corner of your work area.
4. Place a clean paper towel on your work surface or clean it with a household cleaner. Let the area air dry.
5. Place the supplies on your clean work area.

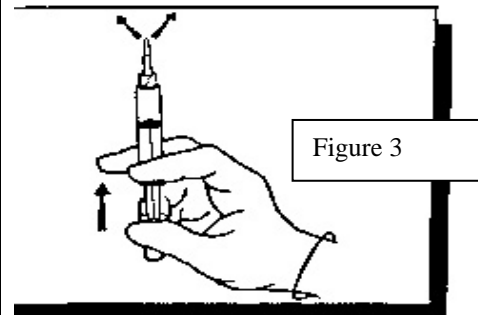
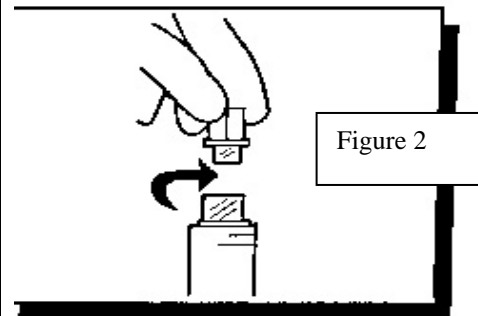
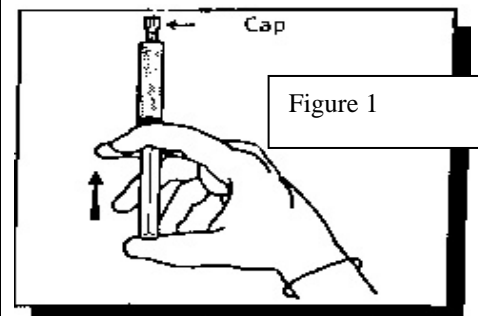
### PREPARING YOUR HEPARIN AND SALINE SYRINGES

1. Hold the prefilled heparin syringe upward (figure 1).
2. **Do not remove the cap.** Press on the plunger (figure 1). **DO NOT** pull back on the plunger.
3. Remove the protective cap from the end of the prefilled heparin syringe (figure 2).

4. Attach a blunt needle to the syringe by:

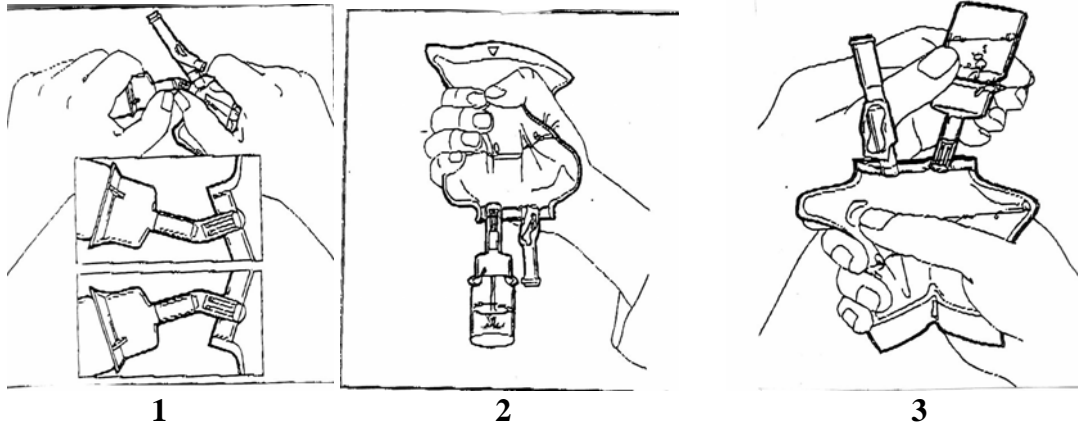
Twisting the green cap off the blunt needle and attaching the needle to the syringe by turning the needle clockwise. Do not remove the gray cap that protects the blunt needle.

5. Hold the syringe with the needle pointing upward. If bubbles appear, gently tap the sides of the syringe. The bubbles will rise to the top of the syringe (figure 3).
6. Push the plunger to the 5 mL mark to push all the air out of the syringe (figure 3).
7. Prepare the 2 prefilled saline syringes by following steps 1 through 6.



## TO PREPARE AND ADMINISTER IV WITH Minibag Plus System

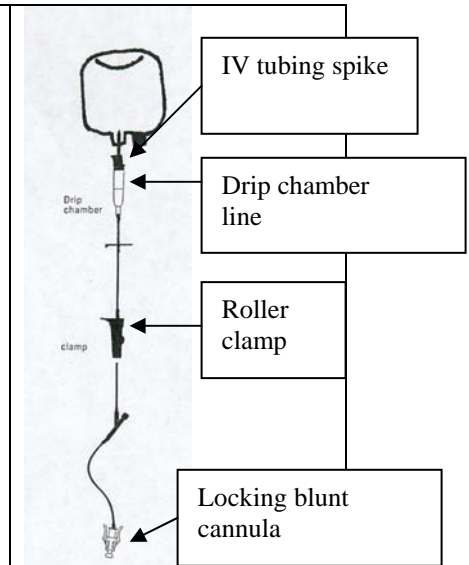
1. Check the bag and the vial before using. There should not be any liquid in the vial, only powder. Check to be sure that the vial is tightly attached to the bag. If there is liquid in the vial or the vial is not tight, do not use. Use another bag.



2. To break seal on medication bag bend up then down. (Figure 1.)
3. Hold bag with vial down. Then squeeze liquid from the bag into the vial until half full (Figure 2.).
4. **Gently rotate vial until powder is mixed in the vial. Do not shake.**
4. **Hold bag with vial upside down. Squeeze bag to force air into vial. Release to drain drug into IV bag. Repeat steps 2 and 3 until vial is empty of drug (Figure3.).**
6. Gently mix the bag. **Do not shake bag.**

## PREPARING YOUR IV TUBING

1. Close the roller clamp on the IV tubing by rolling it down.
2. Remove the white tab from the IV bag.
3. Remove the spike cover from the IV tubing. Do not touch the spike.
4. Insert the spike into the port of the IV bag by using a pushing-twisting motion.
5. Hang the IV bag with the attached tubing to the IV pole.
6. Squeeze and release the drip chamber on the IV tubing until it is half full of fluid. (to the line)



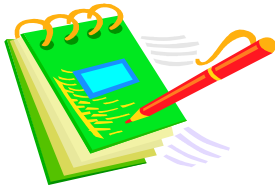
7. Open the roller clamp (roll up = “open”) to fill the IV tubing with fluid. When the fluid is at the end of the IV tubing, close the roller clamp (roll down = “off”).
8. Remove the clear cap from the end of the IV tubing.
9. Open and remove the locking blunt cannula from the package. Touch only the “wings”. Connect the locking blunt cannula to the IV tubing.
10. Place the expiration label on the IV tubing to remind you to change it in 72 hours.(3 days)
11. Hang the IV tubing over the IV pole. **Do not let the tubing fall on the floor.**
12. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
13. Remove the cap from the **saline** flush syringe blunt needle.
14. Insert the blunt needle of the saline syringe into the catheter cap and inject the saline solution with a pumping action. When you have completed the 5 mL saline flush, remove the needle and syringe from your catheter.
15. Vigorously scrub the end of the cap on your catheter with an alcohol wipe.
16. Remove the clear protective cap from the locking blunt cannula attached to the IV tubing.
17. Insert the locking blunt cannula into the cap on your catheter.
18. Open the clamp on your catheter.
19. Open the IV roller clamp to begin the infusion. Count \_\_\_ drop every \_\_\_\_\_ seconds to obtain the correct rate of infusion.

## STOPPING THE INFUSION

1. When infusion is done, close the roller clamp on the IV tubing then **wash your hands**.
2. Disconnect the IV tubing from the cap on your catheter:

With one hand, hold your catheter. With your other hand squeeze the “wings” of the locking blunt cannula together and gently pull.
3. Open and remove the locking blunt cannula and attach a new one. This will keep the tubing sterile. Keep the empty IV medication bag attached to the tubing. **Just before your next dose**, remove the empty medication bag. Keep the spike on the IV tubing sterile. Replace the old empty medication bag with a new bag. If the tubing has been used for 3 days, throw it away and use new tubing for the next dose.
4. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
5. Remove the cap from the **saline** flush syringe blunt needle.
6. Insert the blunt needle of the saline syringe into the catheter cap and inject the saline solution with a pumping action. When you have completed the 5mL saline flush, remove the needle and syringe from your catheter.
7. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
8. Remove cap from the **heparin** flush syringe blunt needle.
9. Insert blunt needle into the cap of your catheter and inject heparin flush solution with a pumping action. When 0.5mL remains in the syringe gently push forward on the syringe plunger and clamp the catheter. Pull the needle/syringe out (“Pump-pump-push and clamp”).
10. Place the syringe(s) and blunt needle(s), into the sharps container.





## FAST FACTS

### Organize Yourself!!

Wash your hands

Prepare prefilled heparin and saline syringes

Activate the Mini bag Plus bag

Prime tubing with fluid. Or if the tubing is less than 3 days old, remove old IV bag and replace with the new one, keeping the IV tubing spike sterile

Flush your catheter with saline

Start infusion. Your infusion rate is: \_\_\_\_\_

Flush your catheter with saline

Flush your catheter with heparin.

### Catheter flushing:

Flush with 5 mL saline

Infuse medication

Flush with 5 mL saline

Flush with 5 mL of heparin

### Resource numbers:

Call HomeMed if you have questions or if the instructions are unclear to you. Our 24 hour number is:



1-800-862-2731

### If you wish to use an antiseptic hand lotion or gel:

Do **NOT** use if your hands are visibly soiled or have body fluids (such as blood) on them

Off-brand hand gels can be less expensive

Always check the label for the gel or lotion to contain either ethyl alcohol (ethanol), normal propyl alcohol (n-propyl) or isopropyl alcohol in concentrations between 60-90%