

1-800-862-2731

Administration of IV Medications Using an IV Bag & DIAL-A-FLO®

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. If your medication needs refrigeration, remove at least 2 hours before using.
3. 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.
4. 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.
5. Work at a comfortable pace. The risk of contamination increases if you rush.
6. Change your IV tubing every 3 days. Labels will be provided.

SUPPLIES:

- (1) Prefilled IV medication bag
 - (1) Primary IV tubing set (remove from package)
 - (1) DIAL-A-FLO® 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 needles
 - (4) Alcohol wipes
- Household cleaner (such as bleach, alcohol or dish soap) & paper towels

**Wash your
hands**



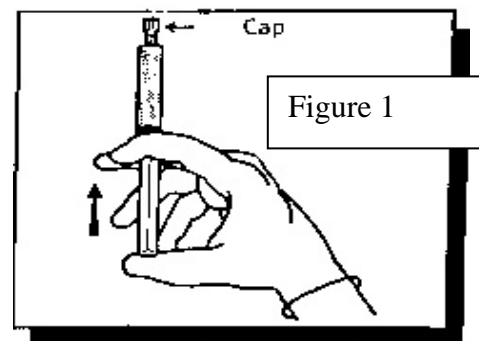
PROCEDURE:

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

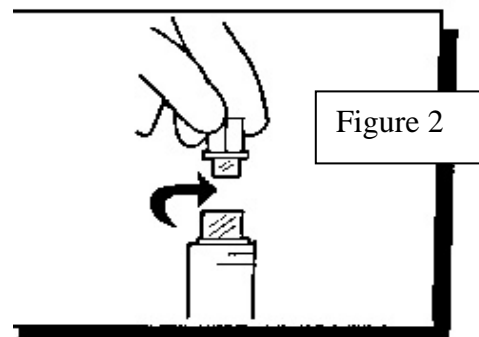
3. Gather your supplies and place in a corner of your work area.
4. Place a clean paper towel on your work surface or clean it with a household cleaner. Let the area air dry.
5. Place the supplies on your clean work area.

PREPARING YOUR HEPARIN LOCK AND SALINE SYRINGES

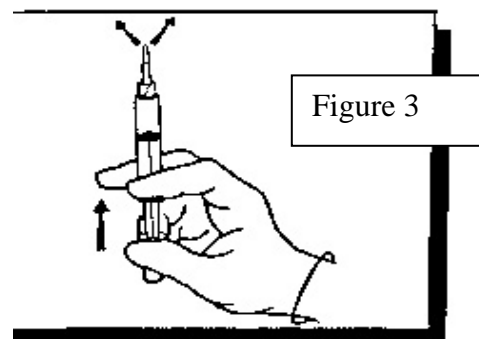
1. Hold the prefilled heparin syringe upward (figure 1).
2. **Do not remove the cap.** Press on the plunger (figure 1). **DO NOT** pull back on the plunger.
3. Remove the protective cap from the end of the prefilled syringe (figure 2).



4. Attach a blunt needle to the syringe by:
 Twisting the green cap off the blunt needle. Attach 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.

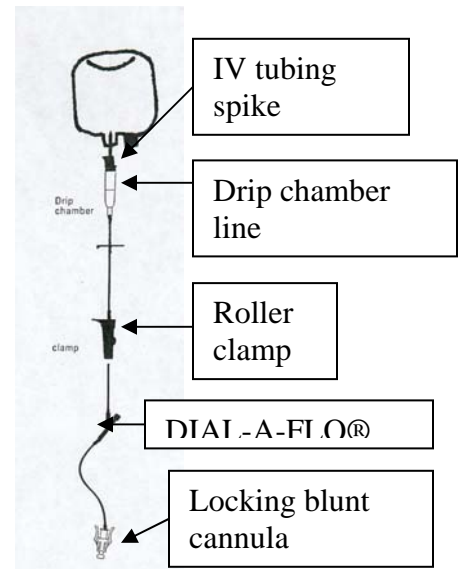


6. Push the plunger to the 5 mL mark to push all the air out of the syringe (figure 3).
7. Prepare the 2 saline syringes following steps 1 thru 6.



PREPARING YOUR IV TUBING

1. Attach the primary IV tubing to the DIAL-A-FLO® tubing by removing the clear flat cap off the end of the primary IV tubing.
2. Remove the clear cap on the short tubing end of the DIAL-A-FLO® tubing and attach it to the primary IV set by twisting. Turn the DIAL-A-FLO® tubing to the “off” position.
3. Remove the white tab from the IV bag.
4. Remove the spike cover from the IV tubing. Do not touch the spike.
5. Insert the spike into the port of the IV bag by using a pushing-twisting motion.
6. Hang the IV bag with the attached tubing to the IV pole.
7. Squeeze and release the drip chamber on the IV tubing until it is half full of fluid. (to the line)
8. Turn DIAL-A-FLO® tubing to “open” to fill the IV tubing with fluid. When the fluid is at the end of the tubing, turn the DIAL-A-FLO® tubing to “off”.
9. Remove the clear cap from the end of the IV tubing.
10. Remove the locking blunt cannula from the package. Touch only the “wings”. Connect the locking blunt cannula to the IV tubing by twisting.
11. Place the expiration label on the IV tubing to remind you to change it every 3 days.
12. Hang the IV tubing over the IV pole. Do not let the tubing fall on the floor.



STARTING YOUR MEDICATION

1. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
2. Open the clamp on your catheter.
3. Remove the gray protective covering from the blunt needle of your **saline** flush syringe.
4. Insert the blunt needle into the cap of your catheter and push on the syringe plunger with a pumping action. When you have completed the 5 mL saline flush, remove the saline syringe from your catheter cap.

5. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
6. Remove the clear protective cap from the locking blunt cannula attached to the IV tubing.
7. With one hand, hold your catheter by the hub and with your other hand squeeze the “wings” of the locking blunt cannula together and insert it into the cap of your catheter (figure 4).
8. Open the clamp on your catheter.
9. Set the DIAL-A-FLO® rate at _____ mL per hour.

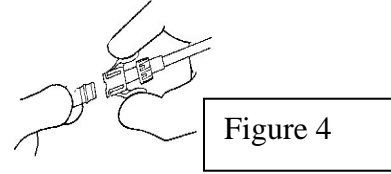
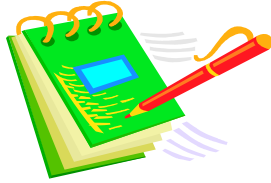


Figure 4

STOPPING YOUR MEDICATION

1. Once all the medication is done, close the roller clamp on the IV tubing and wash your hands.
2. With one hand, hold your catheter by the hub and 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 gray protective covering from the blunt needle of your **saline** flush syringe.
6. Insert the blunt needle into the cap of your catheter and push on the syringe plunger with a pumping action. When you have completed the 5 mL saline flush, remove the saline syringe from your catheter cap.
7. **Vigorously** scrub the end of the cap on your catheter with an alcohol wipe.
8. Remove the gray protective covering from the blunt needle of your **heparin** lock syringe.
9. Insert the blunt needle into the cap of your catheter and push on the syringe plunger with a pumping action. When 0.5 mL remains in the syringe, gently push forward on the syringe plunger while clamping the catheter (“Pump-pump-push and clamp”).
10. Dispose of the syringes in your sharps container.





FAST FACTS

Organize Yourself!!

Remove IV bag from refrigerator if needed 2 hours before using

Wash your hands

Prepare prefilled 1 heparin lock and 2 saline syringes

Prepare tubing by adding the DIAL-A-FLO® tubing to the primary set.

Prime the IV 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 catheter with saline

Start infusion. Set the DIAL-A-FLO® to:
_____ mL per hour

Flush your catheter with saline

Flush your catheter with heparin.

Catheter Flushing:

Flush with 5 mL saline

Infuse drug

Flush with 5 mL of 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:



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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