



New England  
Life Care

Home Infusion Therapy Services

**IV Medication Administration  
Using  
The Bard Syringe Pump**

**Patient Name:** \_\_\_\_\_

***Goal: Patient / Caregiver will demonstrate proper preparation and administration of prescribed therapy.***

Dr. \_\_\_\_\_ has prescribed the following medication(s) for you (med/dose/route/frequency):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO PREPARE THE MEDICATION:**

1. **Clean** a well lit area for preparation of the medication(s).
2. **Wash hands** with soap and water. Dry with paper towels or clean towel.
3. **Gather** the following **supplies**:
  - 1- Medication syringe ( \_\_\_\_\_ ) at room temperature
  - 1- Microbore 60" Extension Set (IV tubing)
  - 1- Sterile End Cap (if tubing to be used for more than one dose of medications)
  - 1- Syringe Pump
  - \_\_\_ - Normal Saline Flush Syringes
  - \_\_\_ - Heparin Flush Syringe
  - Alcohol Wipes
  - Sharps Disposal Container
  - Non-Sterile Gloves (as directed)
  - Wastebasket
4. **Inspect** the medication syringe label for the your name, drug name, and expiration date. If any of these are incorrect, notify the NELC pharmacist immediately. Also inspect the medication in the syringe for clarity.
5. **Prepare** your Flush Syringes (Saline and Heparin (if prescribed)) in the following manner:
  - a. Remove the Flush syringe from the wrapper.

- b. Remove the protective cover from the end of the syringe (be careful not to touch the end of the syringe with your fingers as this would contaminate it and require you to use a new syringe).
  - c. Gently pull back on the plunger of the syringe to break the internal seal.
  - d. Holding the syringe with the tip pointed toward the ceiling, gently push on the plunger to expel any air until a drop of fluid shows on the tip.
  - e. Replace the protective cover on the end of the syringe. Set aside until ready to use.
  - f. Repeat procedure for each flush syringe.
6. Open the Microbore 60" Extension Set (Medication Extension Set)). Remove the paper and stretch the tubing out to ensure that there are no knots in it.
7. Remove the cap from the end of the Medication syringe. Holding the syringe pointed toward the ceiling, pull back on the plunger to release the seal. Lightly push the plunger to remove the air from the syringe.
7. Remove the winged protective cap from the Medication Extension Set.
8. Attach the syringe to the Medication Extension Set by twisting it on snugly.
9. Holding the syringe upright, lightly press the plunger to fill the Medication Extension Set with the medicine. This is complete when a drop of medication is noted in the cap on the end of the extension set.
10. Place the Medication Syringe on the pump by opening the curved clamp and placing the syringe under the clamp so that the syringe barrel flange fits into the notch of the holder. Pinch the release lever and slide it toward the plunger. Secure the lever over the round end of the plunger. The pump is now ready to go.

**TO BEGIN THE INFUSION:**

1. Cleanse the Injection Site on the end of the catheter with an alcohol wipe. Let dry. If you have a clamp on your IV catheter, unclamp it at this time.
2. Remove the protective cap from the end of Normal Saline Flush Syringe and screw it into the Injection Site on the end of the catheter by pushing and turning the syringe to the right to lock it onto the Injection Site. Slowly inject \_\_\_\_mls of Normal Saline. Unscrew the syringe and discard it into the trash. \*\*\*If flushing produces pain, burning, or swelling around your catheter, or if flushing requires extreme pressure--**STOP IMMEDIATELY AND CALL YOUR NURSE!**

3. Cleanse the Injection Site on the end of the catheter with a new alcohol wipe. Let dry.
4. Remove the protective cover from the end of the Medication Extension Set. Attach it to the Injection Site on the end of the catheter by pushing and screwing it until it is secure. Do not overtighten as it may crack the connection.
5. Turn the pump on by pressing the white button on the front of the pump into the **“ON WITH ALARM”** position. Your medication will take approximately \_\_\_\_\_minutes to infuse.

### **COMPLETING THE INFUSION:**

1. When the alarm signals that the infusion is complete, press the white button on the front of the pump to the **“OFF”** position.
- \*\*2. **If you are receiving more than 1 dose of this Medication every day,** this Medication Extension Set will be used for all doses administered for that day. Under these circumstances, the following procedure will be used:
  - a) Open a new Sterile End Cap.
  - b) Remove the Extension Tubing from the Injection Site by unscrewing it.
  - c) Place a Sterile End Cap on the end of the Medication Extension Set to keep it sterile for your next dose.
  - d) Leave the used Medication Syringe on pump until the next dose is due.
- \*\*2. **If you are receiving only ONE dose of this medication each day,** the entire Syringe with attached Medication Extension Set may be discarded into the trash.
3. Once the Medication has been disconnected from the Injection Site on the end of the catheter, cleanse the Injection Site on the end of the catheter with an alcohol wipe and let dry.
4. Remove the protective cap from the end of Normal Saline Syringe and screw the tip of the syringe into Injection Site on the end of the catheter. Flush the catheter with \_\_\_\_\_mls of Normal Saline. Unscrew the syringe and discard it into the trash.

### ***If your nurse has instructed you to flush your IV catheter with Heparin:***

5. Cleanse the Injection Cap on the end of the catheter with a new alcohol wipe and let dry.

6. Remove the protective cap from the end of the Heparin Flush syringe and screw the tip of the syringe into the Injection Site on the end of the catheter. Flush the catheter with \_\_\_\_\_mls of Heparin. **While holding your thumb on the plunger, clamp your catheter (this positive pressure will keep blood from backing up in your catheter).** Unscrew the syringe and discard the syringe into the trash.
7. If you have a clamp on your IV catheter, clamp it at this time.
8. Take your next dose of medication out of the refrigerator so it will be at room temperature.

**That's It!! Great Job!!**

**POINTS TO REMEMBER:**

- **To avoid uncontrolled emptying of the syringe, make sure that the FLANGE of the syringe PLUNGER is secured by the Anti-Siphon Latch.**
- **The Extension Set is changed only once every 24 hours.**
- **A New Sterile End Cap is to be attached to the end of the Medication Extension Set after each dose if you are receiving more than 1 dose of the same medication each day.**
- **If you develop any pain, redness or swelling at IV site, contact your nurse.**
- **If you develop any pain or swelling or meet any resistance when trying to flush your IV catheter, do not continue. Stop and call your nurse.**

**PUMP ALARMS:**

- **LOW BATTERY LIGHT indicates that the batteries are low & need to be changed. The pump will continue to operate for 4 hours after the light appears.**
- **ATTENTION ALARM indicates that tubing may be kinked, the syringe is out of position or the infusion is complete.**

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The Bard Syringe Pump**  
*(abbreviated instructions)*

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1. Wash hands.
2. Gather supplies:
  - 1- Medication syringe ( \_\_\_\_\_ ) at room temperature
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  - Sharps Disposal Container
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  - Wastebasket
3. Prepare your Flush Syringes.
4. Remove the air from the Medication Syringe and attach the IV Tubing to the medication syringe. Prime the tubing.
5. Load the syringe onto the pump.

**TO BEGIN THE INFUSION:**

1. Clean the Injection Site on the catheter with an alcohol wipe.
2. Flush the catheter with Normal Saline.
3. Clean the Injection Site on the catheter with an alcohol wipe.
4. Connect the IV Tubing to the Injection Site on the end of the catheter.
5. Make sure all clamps are open.
6. Turn the pump on to the “**ON WITH ALARM**” position.

### **COMPLETING THE INFUSION:**

1. Turn the pump “**OFF**”.
2. Disconnect the IV Tubing from the Injection Site on the end of your catheter. If using the tubing for more than 1 dose of medication, add a sterile end cap to the end of the tubing.
3. Clean the Injection Site with an alcohol wipe.
4. Flush your IV Catheter with Normal Saline.
5. If instructed to flush your IV Catheter with Heparin, clean the injection site with an alcohol wipe and flush the catheter with Heparin.
6. If instructed, clamp your IV catheter.

### **POINTS TO REMEMBER:**

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