



New England
Life Care

Home Infusion Therapy Services

**IV Medication Administration
Using
The Baxter Flo-Gard 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 – IV Medication bag
 - 1 – IV Administration Set (IV Tubing)
 - 1 – Sterile Cap (if using IV Tubing for more than 1 dose)
 - ___ - Normal Saline Flush Syringe(s)
 - ___ - Heparin Flush Syringe(s)
 - Baxter Flo-Gard Pump
 - Alcohol Wipes
 - Sharps Disposal Container
 - Non-Sterile Gloves (as directed)
 - Wastebasket
4. **Inspect** IV Solution / Medication bag label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.
5. **If you have been instructed to add medications to your medication bag, do it a this time as instructed.**

6. **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.
7. Open IV Administration Set (IV Tubing). Remove the paper tape from the tubing and stretch it out to assure that there are no knots in it. Close the roller clamp. Slide dark blue slide clamp halfway down tubing.
8. Remove the plastic tab from the port on the Medication Bag.
9. Remove the clear protective cover from the spike end of the IV Tubing and insert it into the port on the Medication Bag. You may have to push & twist the spike to ensure that it is in all the way.
10. Hang the Medication Bag on the IV Pole. Squeeze the clear drip chamber on the IV Tubing to fill it half full. **DO NOT FILL PAST THE HALFWAY MARK.**
11. Slowly open the roller clamp to the clear air from the IV Tubing. **If the IV Tubing has a filter on it**, hold the filter upside down until the filter is completely filled with the medication. Return the filter to its original position. Continue to clear the air from the tubing. You will know the air has cleared out when a drop of solution is noted in the protective cap on the end of the tubing. Once that drop is noted, close the roller clamp tightly to prevent medication from leaking out. Examine the entire length of the IV Tubing for any air bubbles greater than ½" in length. **If a large air bubble** (greater than ½") is noted, slowly open the roller clamp and allow the air to advance to the end of the tubing. Close the roller clamp on the tubing..
12. Open the door on the pump. Press open the orange safety clamp by pushing it to the right.

13. Insert the upper navy blue clamp on the tubing (notched end in first) into the pump until it is flush with the machine.
14. Feed the IV tubing up along the “fluid pathway”. Close the door. You will then hear a clicking sound.
15. Turn the pump on using the “**ON/OFF**” button.
16. Press the “**PRI RATE**” button and set your rate: _____
17. Press the “**PRI VTBI**” button and set your volume to be infused: _____
18. Cleanse the Injection Site on the end of the IV catheter with an alcohol wipe. Let dry. If you have a clamp on your IV catheter, unclamp it at this time.
19. Remove the protective cap from the end of 1 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.
20. Cleanse the Injection Site on the end of the catheter with a new alcohol wipe. Let dry.
21. Remove the protective cover from the end of the IV Tubing . 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.
22. Open the roller clamp on the IV tubing.
23. Press “**PRI START**”. You should see the solution drip in the drip chamber. Your infusion should take approximately _____ minutes / hours to infuse.

COMPLETING THE INFUSION:

1. **When** the medication bag is empty (bag should be empty but drip chamber should still be half full), turn the pump off by pressing “**ON/OFF**” button. Close the roller clamp on the IV Tubing.

- **If bag is not empty and pump alarms “Infusion Complete”, call your nurse.**

- **2. **If you are receiving more than 1 dose of this Medication every day,** this IV tubing 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 IV Tubing from the Injection Site by unscrewing it.
- c) Place a Sterile End Cap on the end of the IV tubing to keep it sterile for your next dose.
- d) Leave the used medication bag with attached IV tubing hanging on the IV pole until the next dose is due.

****2. If you are receiving only ONE dose of this medication each day:**

- a) Clamp the IV tubing.
 - b) Remove the IV tubing from the Injection Site by unscrewing it.
 - c) Remove the IV tubing from the pump (as directed below) and discard the entire medication bag and IV tubing into the trash.
3. Open the pump door.
 4. Push in the blue clamp and push the orange safety clamp over to the right.
 5. Remove the IV tubing from the pump and discard the bag and the tubing in the trash.
 6. Once the Medication has been disconnected from the Injection Site on the end of the Catheter, cleanse the Injection Site with an alcohol wipe and let dry.
 7. 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:

8. Cleanse the Injection Cap on the end of the catheter with a new alcohol wipe and let dry.
9. 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.
10. If you have a clamp on your IV catheter, clamp it at this time.

POINTS TO REMEMBER:

- The IV Tubing is changed every 24 hours or as directed by your nurse.
- A new Sterile End Cap is to be attached to the end of the IV Tubing after each dose if you are receiving more than 1 dose of the same medication each day.
- Be sure the pump is kept plugged in when not in use to maintain the battery between doses. The battery will last approximately 6 hours with the pump running at a rate from 1 to 1400 ml/hr. It takes the pump at least 8 hours to recharge back to 80% if the battery is empty.
- If your IV medication is refrigerated, remember to remove it up to 24 hours before your next dose is due.
- 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.

ALARM MANAGEMENT:

“CHECK SET LOADING”

IV tubing is not properly loaded: Open the pump door and verify the IV tubing is loaded properly against the pumping fingers and through the upstream and downstream occlusion sensors. Then restart the pump.

“AIR”

The pump detects air in the fluid path inside the pump or the IV fluid bag and tubing are empty: Check the bag, if empty, stop the pump and proceed as directed for “completing the infusion”; if the bag is not empty, clamp the IV tubing and remove the tubing from the pump. **If a small air bubble** (less than ½”) is noted, slowly open the roller clamp to allow the air bubble to advance beyond the “fluid path”. **If a large air bubble** (greater than ½”) is noted, slowly open the roller clamp and allow the air to advance to six inches above the injection site of the IV catheter then close the clamp. Disconnect the tubing from the IV Injection site then slowly open the roller clamp (holding it over the trash can and being careful not to contaminate the end) to allow the air to be expelled then close the roller clamp. Clean the Injection Site on the end of the IV catheter with an alcohol wipe and re-attach the IV tubing. Replace the tubing into the pump and restart the infusion.

“OCCLUSION”

There is an occlusion along the IV tubing or IV catheter. Be sure all clamps are open and IV catheter flushes easily without pain, resistance or swelling.

“UPSTREAM OCCLUSION”

The IV tubing clamp is clamped above the pump or there is other blockage / kinking above the pump.

“DOOR OPEN”

The pump door is not fully closed. Ensure the IV tubing is properly loaded and the pump door closed.

“BATTERY LOW” (noted with rapid three-tone alarm)

The battery power has been used up. Plug the pump immediately into an AC outlet to restore operation and recharge the battery.

“FAILURE”, “COM TIMEOUT”, “EXT COMM ERROR” indicate an internal malfunction. Call NELC so the pump can be replaced.



**IV Medication Administration
Using
The Baxter Flo-Gard Pump
(abbreviated instructions)**

Preparing Your Medication:

1. **Wash** your hands.
2. **Clean** a well lit work area.
3. **Gather** your supplies:

IV Medication Bag

IV Tubing

Sterile End Cap (if using IV Tubing for more than 1 dose)

_____ - Prepared Normal Saline Flush Syringes

_____ - Prepared Heparin Flush Syringes

Baxter Flo-Gard Pump

Alcohol Wipes

Sharps Disposal Container

Wastebasket

4. **Inspect** your IV Medication Bag label for accuracy.
5. If instructed to **add** medications to your medication bag, do so at this time using the instructions you have been provided.
6. **Open** the IV Tubing and close the roller clamp.
7. **Attach** the IV Tubing to the Medication Bag.
8. **Prime** the IV Tubing to remove all air.
9. **Load** the IV Tubing into the pump.
10. **Clean** the Injection Site on the end of your IV Catheter with an alcohol wipe. Open the clamp on your IV Catheter, if one is present.
11. **Flush** your IV Catheter with _____ mls Normal Saline.

Beginning your Infusion:

1. **Clean** the Injection Site on the end of your IV Catheter with an alcohol wipe.
2. **Connect** the IV Tubing to the IV Catheter.
3. **Open** all clamps on the IV Tubing.
4. Turn the pump on using the “**ON/OFF**” button.

5. Press “**PRI RATE**” and set the prescribed rate: _____.
6. Press “**VTBI**” and set the prescribed volume to be infused: _____.
7. Press “**PRI START**” to begin the infusion. You will note the medication dropping in the drip chamber.

Completing your Infusion:

1. Turn the pump off by pressing the “**ON/OFF**” button.
2. **Close** the roller clamp on the IV Tubing.
3. **Disconnect** the IV Tubing from the Injection Site on the end of your IV Catheter. If using the same IV Tubing for additional doses, add a Sterile End Cap to the end of the IV Tubing. If not using the same IV Tubing for additional doses, remove the IV Tubing from the pump and discard the entire Unit (bag and tubing) into the trash.
4. **Clean** the Injection Site on the end of your IV Catheter with an alcohol wipe.
5. **Flush** your IV Catheter with _____ mls **Normal Saline**.
6. If instructed, **flush** your IV Catheter with _____ mls **Heparin**.

Points to Remember:

- **The IV Tubing is changed every 24 hours or as directed by your nurse.**
- **A new Sterile End Cap is to be attached to the end of the IV Tubing after each dose if you are receiving more than 1 dose of the same medication each day.**
- **Be sure the pump is kept plugged in when not in use to maintain the battery between doses. The battery will last approximately 6 hours with the pump running at a rate from 1 to 1400 ml/hr. It takes the pump at least 8 hours to recharge back to 80% if the battery is empty.**
- **If your IV medication is refrigerated, remember to remove it up to 24 hours before your next dose is due.**
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- **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.**