



New England
Life Care

Home Infusion Therapy Services

Enteral Therapy Administration
Using
The Flexiflo Companion Pump

Patient Name: _____

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

Dr. _____ has prescribed the following formula(s) for you (dose/route/frequency):

TO PREPARE THE TUBE FEEDING:

1. **Clean** a well lit area for preparation of the tube feeding.
2. **Wash hands** with soap and water. Dry with paper towels or clean towel.
3. **Gather** the following **supplies**:
 - 1 – enteral feeding bag / tubing set
 - Prescribed formula and measuring device
 - _____ ml flush syringe
 - IV pole
 - Flexiflo Companion Pump
 - Pump Carrying Case (if feeding is to be portable)
 - Wastebasket
4. **Inspect** formula for correct name and expiration date. If any are incorrect, contact NELC pharmacist immediately.
5. **Prepare** your feeding according to the following directions:
 - a) Open the feeding bag administration set and remove the bag and tubing. Stretch the tubing out to assure there are no knots in it.
 - b) Open the cap at the top of the feeding bag and pour in desired amount of feeding to be used. Be sure to add an additional 10-15ml of formula to accommodate space in tubing. Never add more than 8-10 hours of feeding at a time in the bag.
 - c) Close the cap securely.

- d) Place the feeding bag on the IV pole or into the carrying case stand. Be sure the drip chamber is at the pump level.
 - e) Squeeze the drip chamber to ½ full.
 - f) Remove the clear cap from the orange end of feeding tubing.
 - g) Compress the cassette on the feeding tubing several times until formula starts to flow out the end of the tubing.
6. Be sure the Flexiflo pump is attached to the pump base. Plug it in if attached to the IV pole.
 7. Insert the cassette on the feeding tubing into the pump until you feel/hear a click. This is located on the side of the pump. You will notice the shape of the cassette will match up with the cassette hole.
 8. Unclamp the feeding tube. If appropriate attach the flush syringe and flush the tube with _____mls of water as ordered. Re-clamp the feeding tube.
 9. Remove the protective cap on the end of the feeding bag tubing and connect it to the end into the feeding tube. Unclamp the feeding tube.

STARTING THE FEEDING:

1. Turn the pump on by pressing in on the blue dial where it states “**PUSH**”.
2. Turn dial to “**SET RATE**”. Press black arrows to set rate for hourly infusion.
Your rate is _____
3. Turn the dial to “**RUN**”. The feeding will take _____ hours to complete.

COMPLETING THE FEEDING

1. When the feeding is completed, turn the pump off. You need to then turn the dial to “**VOLUME CLEAR**”, then back to “**OFF**”.
2. Clamp the feeding tube and disconnect the feeding bag tubing from the feeding tube.
3. Release the cassette from the pump by pressing down on the blue release tab just below the cassette holder.
4. Attach the flush syringe, unclamp the feeding tube and flush the feeding tube with _____mls water, if ordered. Remove the flush syringe and clamp the feeding tube.
5. If the feeding bag is to be reused within the next 24 hrs, rinse it out with warm water and leave the cap open to allow it to dry. If it is not going to be used again, discard into wastebasket.

6. Be sure the pump is attached to the battery pack unit and plugged in so it will be recharged for the next feeding.

That's It!! Great Job!!

POINTS TO REMEMBER:

- **Make sure the pump is secure in the charging unit in order to ensure the pump is adequately charged.**
- **You may reuse the feeding bag for 24 hrs. Be sure to rinse it out completely with warm water. Do not use soap.**
- **The flush syringe should be rinsed out with warm water also. Remove the plunger from the formula syringe and rinse both the plunger and the barrel in warm water. Allow to air dry.**
- **Call NELC if you have to discard a feeding bag or other supplies unexpectedly. NELC has provided you with enough supplies to last until your next scheduled delivery.**
- **Store opened formula in the refrigerator no longer than 24 hrs. Store unopened formula at room temperature. If you mix powdered formula with water or other solutions, be sure to follow the directions on formula can accurately. Contact your nurse or doctor with any questions.**
- **If you develop nausea, vomiting, diarrhea, abdominal cramps or distention stop the feeding and call your nurse or doctor.**
- **The pump flow rate is set in 1ml increments so that rates of 5 - 300 ml/hr can be programmed into the pump.**
- **The pump battery will last up to 8 hours when programmed at 150 ml/hr when fully charged. If "LOW BATTERY" alarm is displayed, you have 30 minutes before the pump shuts off. It then needs to be attached to the charger unit and plugged in for 12-15 hours to fully recharge.**
- **If you place the pump in "HOLD" mode, remember to turn it back to "ON" to restart it.**
- **Alarm problems with the pump will be displayed on face of pump.**

ALARM MANAGEMENT:

“OCCL” Flow has stopped. Turn the pump dial to **“HOLD”**. Check the fluid container to see if it is empty. Check the feeding bag tubing and feeding tube for any occlusion. Turn the pump back on when the problem is resolved.

“EMPTY” Empty feeding container or not placing feeding cassette properly into the pump. Turn the pump dial to **“HOLD”**. If the container is empty, add more formula to it or turn dial to **“POWER OFF”** if no additional feeding is desired. Check to be sure the cassette is properly placed into the pump. Turn the pump back on when the problem is resolved.

“SELECT RUN” The pump is on but has been left in setting other than **“POWER OFF”** or **“RUN”** for longer than 5 minutes. If pumping is desired, turn dial to **“RUN”**. If additional time is desired in **“HOLD”**, turn dial briefly to **“RUN”** and then back to **“HOLD”**. The alarm will sound again in 5 minutes. If feeding is completed, turn dial to **“POWER OFF”**.

“RESET RATE” Flow rate selected is less than 5 ml/hr. Turn dial to **“SET RATE”**. Select rate of flow from 5-300 ml/hr.

“LOW BATTERY” Approximately 30 minutes battery remains when alarm starts. Turn dial to **“HOLD”**, then back to **“RUN”** to stop the audible alarm. Pump needs to be placed back into the charger and plugged in as soon as possible.