



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 –Syringe of medication**
 - ___ - Normal Saline Flush Syringe(s)
 - ___ - Heparin Flush Syringe(s)
 - Alcohol Wipes**
 - Sharps Disposal Container**
 - Non-Sterile Gloves**
 - Wastebasket**
4. **Inspect** IV Medication syringe label for your name, drug name and the expiration date. If any are incorrect, contact the NELC pharmacist immediately.
5. Remove the protective cap at the end of the medication syringe and slowly push any air out of the syringe. Replace the protective cap. Set aside.

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. 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.
8. Cleanse the Injection Site on the end of the catheter with a new alcohol wipe. Let dry.
9. Remove the protective cover from the end of the Medication Syringe. Attach it to the Injection Site on the end of the catheter by pushing and screwing it until it is secure. Do not over tighten as it may crack the connection.
10. Slowly administer the medication at a rate of _____ / minute until all the medication has been given.

COMPLETING THE INFUSION:

1. Once the medication has been given, disconnect the medication syringe from the Injection Site. Cleanse the Injection Site with an alcohol wipe and let dry. Discard the syringe into the wastebasket.
2. 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.

That's It!! Great Job!!

POINTS TO REMEMBER:

- **Remove your medication syringe 6-8 hours in advance to warm up to room temperature.**
- **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.**