## Four Steps for Performing Infusions:

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### STEP 1: PRACTICE GOOD HAND-WASHING

- Always remember to **WASH YOUR HANDS** for a full 20 seconds when instructed.

### STEP 2: PREPARE SUPPLIES

- Remove your medication from the refrigerator before the infusion so that it can get to room temperature.
- Check your medication to confirm it has your name, the right dose, and the medication has not expired. **WASH HANDS.**
- Clean workspace & SASH mat with cleaning solution (alcohol/sanitizing wipes or Lysol + paper towels). **WASH HANDS.**
- Gather the following supplies: 4-5 alcohol pads; 2 prefilled saline syringes; 1 prefilled heparin syringe; 1 medication bag; medication orders; 1 set of gravity tubing; 1 red cap; 1 IV Pole; 1 trash bag **WASH HANDS.**
- Unwrap supplies (syringes, medication bag and tubing) and place in the correct location on top of your SASH mat. Do not unwrap the red cap yet. Keep it above the “A” on your SASH mat. Raise your IV pole as high as it goes.
- Remove any air bubbles from syringes and inspect the medication bag for leaks, damage or discoloration. Remove any paper tabs from the gravity tubing and keep the roller clamp on the gravity tubing closed (rolled down).
- Spike the bag: Insert the tubing spike into the medication bag. **WASH HANDS.**
- Prime the tubing: Hang the medication bag on the IV pole. Squeeze the drip chamber until it fills halfway. Roll the roller clamp up to allow the medication to run through (prime) until it drips out the end. Close the clamp by rolling down.

### STEP 3: PREPARE IV LINE

- **WASH HANDS.** ‘Scrub the hub’ = clean the end cap (hub) by wrapping an alcohol pad over & around the hub for 15 sec.
- Flush your IV line with saline (“pulse flush”). Remove empty saline syringe from the IV line. **WASH HANDS.**
- Double-check the three questions across the top of your SASH mat. Scrub the hub with a NEW alcohol pad.
- Connect your gravity tubing to the hub of your IV line using a “push and twist” motion.

### STEP 4: START AND STOP INFUSION

- Make sure your IV pole is fully extended. Open the clamps on your IV line and gravity tubing to start your infusion. Adjust the roller clamp while watching a clock to get the right number of drips/minute in the drip chamber.
- Your infusion is complete when the medication bag is empty and the drip chamber is less than half-full.
- Close the roller clamp on the gravity tubing to stop the infusion. Remove the gravity tubing from the IV line.
- If you will reuse the tubing that day, apply a clean red cap to the end of the gravity tubing. If you will not reuse the tubing that day, throw the tubing away.
- **WASH HANDS.** ‘Scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.
- Flush your IV line with saline (“pulse flush”). Remove empty saline syringe from the IV line.
- If you are not using heparin, close the clamp on your IV line. **WASH HANDS.**
- If you are using heparin, flush your IV line with heparin (“pulse flush”). Remove the empty heparin syringe from the IV line. Close the clamp on your IV line. **WASH HANDS.**