# 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 is correct. **WASH HANDS.** Clean workspace & SASH mat with cleaning solution. **WASH HANDS.**
- Gather the following supplies and arrange above your SASH mat: 4-5 alcohol pads; 2 prefilled saline syringes; 1 prefilled heparin syringe (if needed); 1 Mini-Bag Plus (a bag of fluid and vial of medication powder); medication orders; 1 set of gravity/dial-a-flow tubing; 1 red cap; 1 IV pole. **WASH HANDS.**
- Unwrap supplies (syringes, mini-bag and tubing) and place in the correct location on top of your SASH mat. Do not unwrap the red cap. Keep it above the “A” on the SASH mat. **WASH HANDS.**
- Remove any air bubbles from syringes. Inspect the mini-bag and vial for leaks, damage or discoloration.
- Remove any paper tabs from the tubing set and keep the clamp on the tubing closed. Place on top of your SASH mat (A).
- Grasp the mini-bag in one hand and the vial in the other. Break the stopper and mix the medication and fluid.
- Place the mini-bag in the correct location (“A”) on top of your SASH mat. **WASH HANDS.**
- Spike the IV bag and prime the tubing. **WASH HANDS.**

## STEP 3: PREPARE IV LINE

- Scrub the hub and flush the IV line with saline. Discard empty syringe. **WASH HANDS.**
- Connect the tubing to the IV line.

## STEP 4: START AND STOP INFUSION

- Be sure your pole is extended prior to starting the infusion. **WASH HANDS.**
- Adjust the rate on the dial or count the drips to the desired rate of infusion on your orders.
- When the bag is almost completely empty, **WASH HANDS.** Engage the clamps to stop the infusion. Disconnect the tubing from the IV line.
- Save the tubing for your next infusion by attaching the red cap to the end or if not reusing the tubing, discard in the trash. **WASH HANDS.**
- Scrub the hub, flush the line with saline and heparin if needed. **WASH HANDS.**

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*For additional education please contact your agency.*

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