



INSTRUCTIONAL CHECKLIST:

Administering Your Medication by Intravenous Push (IV Push)

<https://www.youtube.com/watch?v=cxqjWVHptGE&feature=youtu.be>

For additional education please contact your agency for assistance

Four Components for Performing Infusions:

Practice good hand-washing **1** Prepare supplies **2** Prepare IV line **3** Administer medication **4**

Medication(s) to infuse:

Home Infusion Nurse (name, #):

Home Infusion Pharmacist (name, #):

Practice good hand-washing

Always wash hands when instructed

Soap and water preferred

Hand sanitizer (optional)

Wash for a full 20 seconds or rub until dry

STEP 1: PRACTICE GOOD HAND-WASHING

- Always remember to **WASH YOUR HANDS** for a full 20 seconds.
 - ❖ Soap and water is always preferred. If soap and water are not available, hand sanitizer is acceptable.
 - ❖ Make it a habit to wet your hands, apply soap, and lather for 20 seconds (hum the Happy Birthday song twice).
 - ❖ If using hand sanitizer, rub a dime-sized amount between your hands until dry. Never wave or blow on your hands to speed up drying.
 - ❖ Remember, if you are using gloves, you must still wash your hands.
 - ❖ Washing your hands helps reduce your chance of infection.

Prepare supplies

Remove medication from fridge

WASH HANDS

Clean workspace

WASH HANDS

Gather & arrange supplies

WASH HANDS

Prepare the syringes

STEP 2: PREPARE SUPPLIES

- Note the time to start the infusion: _____ AM PM
- Note the amount of time your medication should be left at room temperature: _____ MIN HR NAP
- Note the time to remove the medication from refrigerator (if refrigerated): _____ AM PM NAP
 - ❖ Remove medication from refrigerator BEFORE the infusion. Follow your medication recommendations.
 - ❖ Your medication will infuse at the correct rate if administered at room temperature. If administered while cold, you will feel the medication as it infuses AND the infusion may take longer.

- ❖ Do NOT attempt to warm the medication by other means.

Double-check your medication to confirm the following information before the infusion:

- ❖ Medication has my name and date of birth.
- ❖ Medication name is correct.
- ❖ Medication dose is correct.
- ❖ Medication is not expired.
- ❖ If any of this information is incorrect, stop and call your home infusion pharmacist immediately.

WASH YOUR HANDS.

- ❖ Soap and water is always preferred. If soap and water are not available, hand sanitizer is acceptable.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub until dry.

Clean your workspace and SASH mat with cleaning solution (alcohol/Clorox wipes or Lysol and paper towels).

- ❖ Try to select a dry, hard work surface to set up your medication and supplies.

WASH YOUR HANDS.

- ❖ Soap and water is always preferred. If soap and water are not available, hand sanitizer is acceptable.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Gather the following supplies and place on your workspace (do not put on top of your SASH mat yet):

- ❖ 4–5 alcohol pads (to clean your supplies and hub (IV line tip))
- ❖ 2 prefilled saline syringes (to clear your IV line)
- ❖ 1 prefilled heparin syringe (to clear your IV line and prevent blockage; your nurse will tell you if you need it)
- ❖ 1 prefilled medication syringe (at room temperature)
- ❖ 1 Medication orders (to check how quickly to infuse your medication)
- ❖ 1 Trash bag

Arrange your alcohol pads, wrapped prefilled syringes, medication bag and dial-a-flow tubing **above** your SASH mat in their respective location. Do not place any of these items on top of your SASH mat yet.

- ❖ “S” = Saline
- ❖ “A” = Administer or Antibiotic (includes your prefilled medication syringe)
- ❖ “S” = Saline
- ❖ “H” = Heparin

WASH YOUR HANDS.

- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Unwrap both saline syringes and the heparin syringe (if prescribed). Place the syringes in the correct location **on top** of your SASH mat.

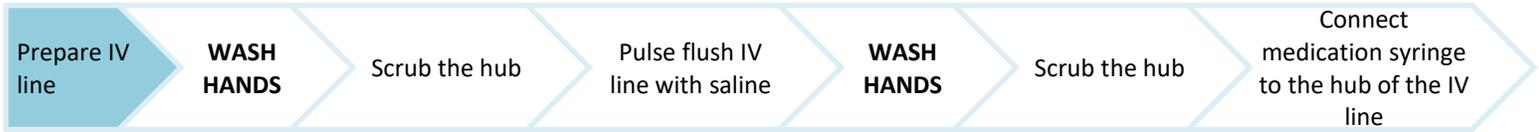
Check the syringes for any air bubbles. If there are air bubbles, do the following:

- ❖ Remove the protective cap from the syringe and place the cap flat-side down on your SASH mat.
- ❖ Hold the syringe with the end up and plunger at the bottom.
- ❖ Pull back on the syringe plunger slightly to break the seal. You will be able to see the air bubble in the syringe.
- ❖ Slowly push the plunger up to let the air bubble out.

- ❖ Once the air is removed, pick up the protective cap from the table and put the cap back on the end of the syringe. Place the syringe back in its spot on the SASH mat. Repeat for the other syringes.

- Examine your medication syringe to make sure the fluid is clear (not cloudy). Examine your medication syringe for air bubbles. If there are any, repeat the steps above to remove any air bubbles.
 - ❖ *If the fluid does have an unusual color or cloudy appearance, call your home infusion pharmacist immediately.*

- Sit down to prepare your IV line.



STEP 3: PREPARE IV LINE

- WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

- ‘Scrub the hub.’ Clean the end cap (hub) by wrapping the alcohol pad over and around the sides for at least 15 seconds.

- ❖ Use the first alcohol pad above your SASH mat (the one before the first “S”).
- ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
- ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol pad.

- Flush your IV line with saline (“pulse flush”):

- ❖ Hold the hub in one hand. Grasp the saline syringe on the first “S” of your SASH mat with your other hand.
- ❖ Remove the protective cover on the saline syringe. Screw the syringe onto the hub using a “push and twist” motion. It’s like putting a key into an ignition.
- ❖ Once the syringe is connected to the hub, open the clamp on your IV line and slowly push 1 to 2 mL of saline at a time. Stop and push 1 to 2 mL more. Repeat this “pulse flush” until the saline syringe is empty. Flushing this way each time helps keep your IV line from getting clogged.
- ❖ If you have trouble flushing your IV line, make sure the clamp on your IV line is open. *If your clamp is open and you are still having trouble, stop and call your home infusion nurse.*

- Remove the empty saline syringe from your IV line. Throw it away. Do not remove the hub from your IV line.

- Before connecting your medication syringe to the hub of your IV line, double-check the three questions found across the top of your SASH mat.

1. Did you check the prescription?
2. Did you check the expiration or “Do Not Use After” date?
3. Did you wash your hands?

- WASH YOUR HANDS.**

- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

- ‘Scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.
 - ❖ Use the second alcohol pad above your SASH mat (the one before the “A”).
 - ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
 - ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol pad.

- Connect your medication syringe to the hub of your IV line:
 - ❖ Hold your hub. Pick up the medication syringe with your other hand. Remove the protective cap located on the tip of your medication syringe.
 - ❖ Connect the medication syringe to the hub of your IV line by using the “push and twist” motion.



STEP 4: ADMINISTER THE MEDICATION

- Disengage any clamps that located on your IV line.
- Slowly push the medication syringe plunger according to the speed specified in your medication orders.
- After completing the infusion, disconnect the syringe from the hub of your IV line and throw it away in your regular trash. Do not remove the hub from your IV line.

- WASH YOUR HANDS.**
 - ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
 - ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

- ‘Scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.
 - ❖ Use the third alcohol pad above your SASH mat (the one before the second “S”).
 - ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
 - ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol pad.

- Flush your IV line with saline (“pulse flush”):
 - ❖ Hold the hub in one hand. Grasp the saline syringe on the second “S” of your SASH mat with your other hand.
 - ❖ Remove the protective cover on the saline syringe. Screw the syringe onto the hub using a “push and twist” motion. It’s like putting a key into an ignition.
 - ❖ Once the syringe is connected to the hub, open the clamp on your IV line and slowly push 1 to 2 mL of saline at a time. Stop and push 1 to 2 mL more. Repeat this “pulse flush” until the saline syringe is empty. Flushing this way each time helps keep your IV line from getting clogged.
 - ❖ If you have trouble flushing your IV line, make sure the clamp on your IV line is open. If your clamp is open and you are still having trouble, stop and call your home infusion nurse.

- Remove the empty saline syringe from your IV line. Throw it away. Do not remove the hub from your IV line.

- If are not using heparin, close the clamp on your IV line and **WASH YOUR HANDS**.

- If you are using heparin, ‘scrub the hub’ of your IV line with a NEW alcohol pad for at least 15 seconds.
 - ❖ Use the fourth alcohol pad above your SASH mat (the one before the “H”).

- ❖ Once you have cleaned the hub, hold the hub with two fingers. Keep the hub from touching anything else.
- ❖ If your hub touches anything, **wash your hands** and scrub the hub again with a new alcohol pad.

Flush your IV line with heparin (“pulse flush”):

- ❖ Hold the hub in one hand. Grasp the heparin syringe on the “H” of your SASH mat with your other hand.
- ❖ Remove the protective cover on the heparin syringe. Screw the syringe onto the hub using a “push and twist” motion. It’s like putting a key into an ignition.
- ❖ Once the syringe is connected to the hub, open the clamp on your IV line and slowly push 1 to 2 mL of heparin at a time. Stop and push 1 to 2 mL more. Repeat this “pulse flush” until the heparin syringe is empty. Flushing this way each time helps keep your IV line from getting clogged.
- ❖ If you have trouble flushing your IV line, make sure the clamp on your IV line is open. *If your clamp is open and you are still having trouble, stop and call your home infusion nurse.*

Remove the empty heparin syringe from your IV line using a gentle “twist and pull” motion. Throw it away in your trash. Be careful, and do not remove the hub from your IV line.

Close the clamp on your IV line.

WASH YOUR HANDS.

- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Congratulations! You have successfully infused your medication!

Make a habit to:

- Find a **CLEAN WORKSPACE** to perform infusions and store supplies.
- WASH YOUR HANDS** for at LEAST 20 seconds.
 - ❖ Soap and water preferred (use hand sanitizer if soap or water are unavailable).
 - ❖ Hum the Happy Birthday song twice.
- CHECK YOUR MEDICATION** to confirm:
 - ❖ Your name and date of birth AND the dose, expiration date and medication name.
- REMOVE YOUR MEDICATION** from the refrigerator BEFORE the infusion.
- FOLLOW THE SASH PROTOCOL:**
 - ❖ Saline flush → Administer medication → Saline flush → Heparin flush

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