



INSTRUCTIONAL CHECKLIST:

Performing Home Administration of Enteral Feeding via a Pump

For additional education please contact your agency

Four Steps for Performing Infusions:

- Practice good hand-washing **1** Prepare supplies & feeding bag **2** Prepare Enteral Tube **3** Start and stop infusion **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

Check your formula

WASH HANDS

Clean workspace

WASH HANDS

Gather supplies, check pump

WASH HANDS

Prepare feeding bag

Load pump and prime tubing

STEP 2: PREPARE SUPPLIES & FEEDING BAG

- Note the amount of formula to be administered and over what period of time to infuse.
 - ❖ Volume to infuse: _____
 - ❖ Over what amount of time: _____
 - ❖ Rate of the infusion: _____

- Double-check your formula to confirm it is the correct type ordered by your provider. Check the following information:

- ❖ Name of formula on the container.
- ❖ Check the expiration.
- ❖ Check how much formula is in each container.

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.

Clean your workspace with cleaning solution (alcohol/sanitizing wipes or Lysol + paper towels).

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

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.

Gather the following supplies and place on your workspace:

- ❖ Cans of formula (the number of cans depends on the ordered amount to administer)
- ❖ 1 tube feeding bag (1 bag is good for 24 hours)
- ❖ 1 60 ml syringe
- ❖ Water either close by or in a container to use for flushing
- ❖ 1 Enteral pump
- ❖ 1 Small container or bowl
- ❖ 1 IV pole or a back pack depending on the patient and need
- ❖ Orders provided in the blue and white folder
- ❖ 1 small plastic trash bag

Locate the on/off button on your enteral pump. Turn the pump on and be sure that the pump battery is charged sufficiently for the feeding. If not, plug the pump into a power outlet and allow it to charge for sufficient time. You can administer the feeding with the pump plugged in. If you do this, please be aware of tripping hazard. Power the pump back to off once you have confirmed the pump is sufficiently charged.

WASH YOUR HANDS.

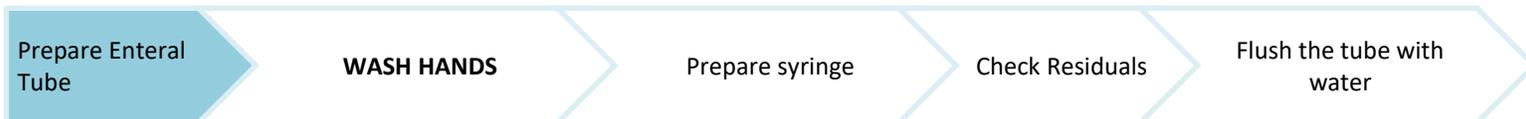
- ❖ Soap and water are preferred, hand sanitizer is optional if soap and water are not available.
- ❖ Wash for 20 seconds (hum the Happy Birthday song twice) or rub with hand sanitizer until your hands are dry.

Locate your feeding bag and hang it from the pole or place it such that you are able to access the top. Unscrew the top lid. Open a can of formula and pour the amount of formula to be fed into the bag. Keep in mind, if the volume to be administered exceeds the bag volume, you may need to refill at some point during the infusion. Place sufficient formula in the bag not to exceed 12 hours at a time. Place the lid securely back on the top of the bag.

- ❖ Opened formula is good for 24 hours after opening if refrigerated. Opened formula not refrigerated and/or not used within 24 hours should be discarded.

Load the tubing into the pump by flipping the door upwards on the pump. Locate the elastic teal colored portion of the tubing. Wrap the teal tubing around the pumps black circle and pull the cassette across the inlaid area until it fits securely. Close the door over the tubing area.

- Power the pump on. Locate the cap on the end of the tubing and remove the cap careful not to touch the end of the tubing itself. Hold the end of the tubing over the trash bag and locate the prime button on the pump. Hold the prime button down until the formula starts to drip out of the tubing into the bag. Release the button and replace the cap on the end of the tubing. Your feedings are ready to be administered.
 - ❖ If the bag is to be placed in the back pack, you should invert the bag to remove all air during the priming process. This is important to prevent the infusion of air into the patient’s stomach.



STEP 3: PREPARE ENTERAL FEEDING TUBE

- 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.

- Check tube patency and residuals.
 - ❖ Locate the 60 ml syringe provided and remove the syringe from its packaging. Remove the protective cap on the tip of the syringe.
 - ❖ Locate the end of the feeding tube. The slip tip end of your syringe should fit into the end of the tube. If a stop cock is present, attach the end of your syringe to the end of the stop cock that has a rubber connector. If no rubber connector is present and you are not able to connect to the feeding tube, contact your enteral provider for assistance.
 - ❖ Disengage the clamp on the feeding tube. If a stop cock, turn the stop cock so that fluid pathway is in line with your syringe and the tube itself. Gently pull back on the syringe to attempt to aspirate stomach fluid or residuals. If you fill the syringe with fluid, engage the clamp or turn the stop cock, remove the syringe from the feeding tube, and empty to syringe contents into the container you have set aside.
 - ❖ Once you are no longer able to aspirate fluid from the feeding tube, draw up any residual you have set aside back into the syringe and flush the residual back into the patient’s stomach. **DO NOT** discard residual.
 - ❖ If 200 ml or greater is aspirated from the tube, hold the feedings for one hour and double check the residuals again. If you still have 200 ml of residual, contact the provider for instructions.
 - ❖ Draw up approximately 30 ml of tap water into the syringe by placing the tip of the syringe in the water and pulling back on the plunger until the plunger is at 30 ml.
 - ❖ Attach the tip of the syringe to the end of the feeding tube or to the end of the stop cock as you did earlier. Open the stop cock and/or disengage the clamp on the feeding tube. Slowly inject the water into the tube to ensure patent. If you are unable to flush the feeding tube, check all clamps and pull back on the plunger to create suction and attempt to flush the tube again. Do not force the tube to flush but apply moderate pressure to the syringe. If still unable to flush the tube, re-engage the clamp / stop cock and remove the syringe from the end of the feeding tube. Contact your provider for assistance.

- You are now ready to begin your feeding.



STEP 4: START AND STOP INFUSION

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- Before starting the infusion, make sure your IV pole is positioned properly to reach the feeding tube. If feeding during sleeping hours, make sure there is sufficient tubing to allow for movement when sleeping.

- 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.

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- Remove the cap from the end of the feeding tube and place somewhere close by in case it is needed later. Attach the end of the tubing to the end of the feeding tube either at the stop cock or to the plastic portion as you did with the syringe earlier. Be sure the connection is secure.

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- Disengage the clamps on the feeding tube.

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- Power on your enteral pump.

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- Check / set the settings on the pump based on the orders provided.

- ❖ Select the rate/dose button so that the word rate appears on the screen.
- ❖ Use the + or – key to adjust the rate to the desired number.
- ❖ Push the rate/dose button a second time and enter the volume of formula you intend to infuse. If you are to infuse a continuous infusion, you can hold the + button in until INF appears on the screen indicating a dose is infinity.

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- To start the feeding, push the Run/Pause button. You will notice the round circular movement indicating the feeding is underway. If the pump alarms, check all setting to be certain there is not an occlusion and restart the feeding. Ongoing issues, please contact the agency for assistance.

- 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.

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- When you have completed the feeding, hit the on/off button to turn the pump off.

- 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.

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- Clamp the feeding tube. Disconnect the tubing from the feeding tube and open the door on the pump to remove the cartridge from the pump.

- ❖ If you intend to use the same feeding bag again in the next 24 hours, wash the bag out with warm water.
- ❖ Over a sink, locate the drip icon on the teal part of the tubing and press it in. This will allow you to prime water through the tubing manually to keep it from clogging up in between feedings.

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- Draw up 30-60 ml of water into the syringe. Attach the syringe to the end of the feeding tube. Disengage the clamp, and slowly flush the water into the tube to clear it of excess formula. Once sufficiently cleared, re-engage the clamp on the feeding tube and remove the syringe.

- 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.

You have finished the feeding.

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 FORMULA** to confirm:
 - ❖ The correct product and expiration date
- ANY FORMULA NOT USED** should remain in the refrigerator and used only within 24 hours from opening.
- EACH BAG** can be reused for 24 hour from its first use.

If your provider has ordered water boluses, your nurse will instruct you on the volume and frequency to perform.

Volume to bolus: _____ ml

Frequency: _____ hrs

Tap water should be used for bolus, sterile water is not necessary.

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