vitalcare INFUSION SERVICES

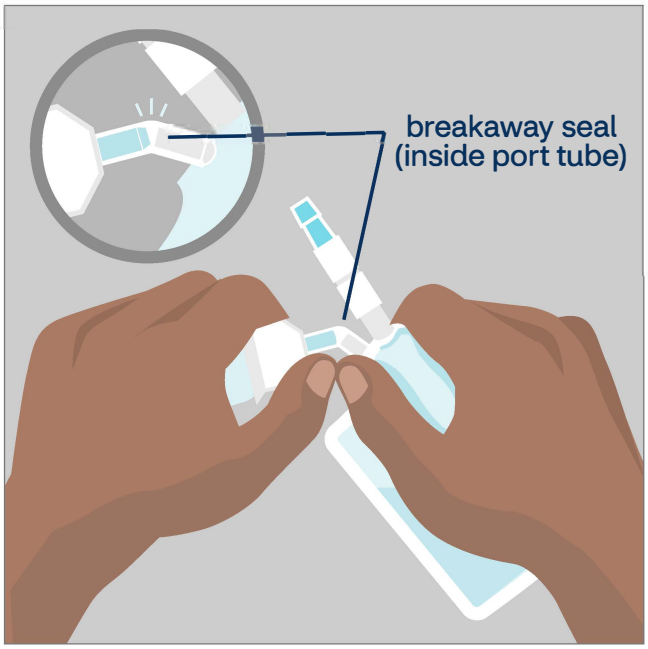
Administration Guide

Mini-Bag Plus Container System

Before you begin

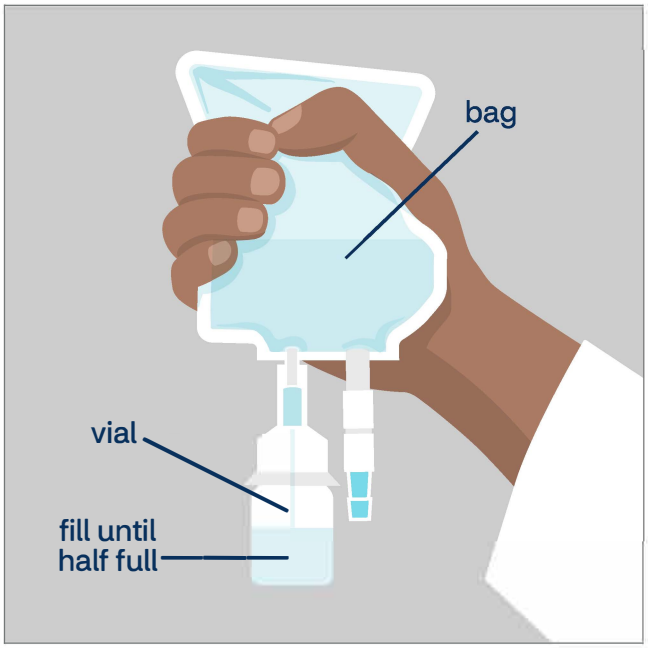
There are important steps you must take before you begin. Please refer to your SASH Teaching Mat for more details.

1. **Clean** your work area.
2. **Wash** your hands.
3. **Gather** your supplies:
    - Medication bag, at room temperature
    - Intravenous (IV) pole
    - IV tubing
    - Sterile protective cap, if infusing more than once a day
    - Pre-filled saline syringe(s)
    - Pre-filled heparin syringe(s), if ordered
    - Alcohol pads
4. **Inspect** the medication label:
    - Correct patient name
    - Correct medication and dose
    - Medication is not expired
    - Length of infusion
    - The solution should be clear, consistent in color and free of any visible particles

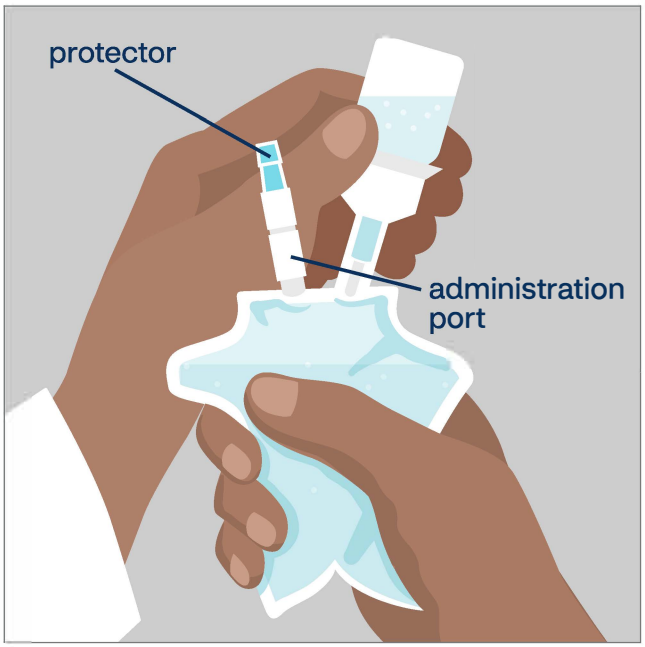


Prepare medication

1. Bend the breakaway seal between the bag and vial adapter back and forth until the seal breaks.
2. Next, hold the bag up, with the vial hanging below it. Squeeze the bag to move solution into the vial until it is half full. While keeping the vial attached to the bag, shake gently to dissolve the drug in the solution.



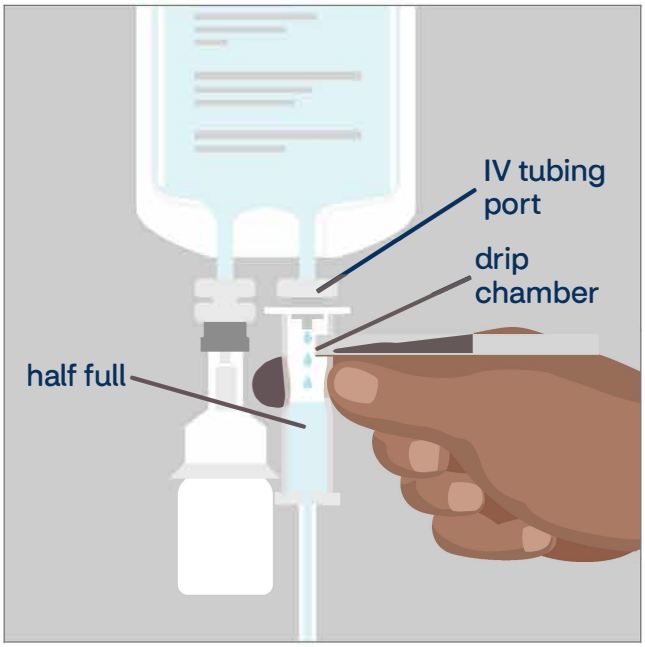
3. Hold the bag so the vial is upside down. Squeeze the bag to force air into the vial. Then release the bag to drain the medication from the vial into the bag. Repeat this step until the vial is empty of medication. Do not move on to Step 4 until the vial is empty. Do not remove the vial.

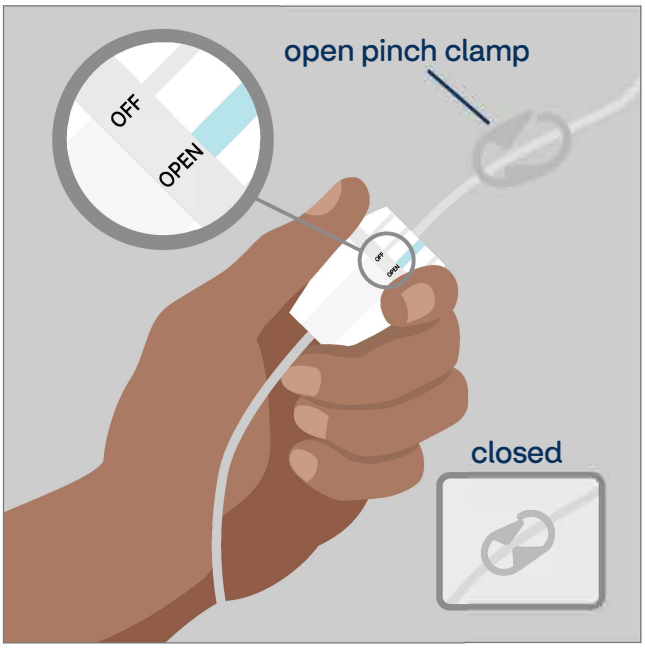


4. Once the vial is empty of medication, remove protector from administration port on the bag. Attach administration tubing with a twisting and pushing motion.
5. Hang the bag on the IV pole.

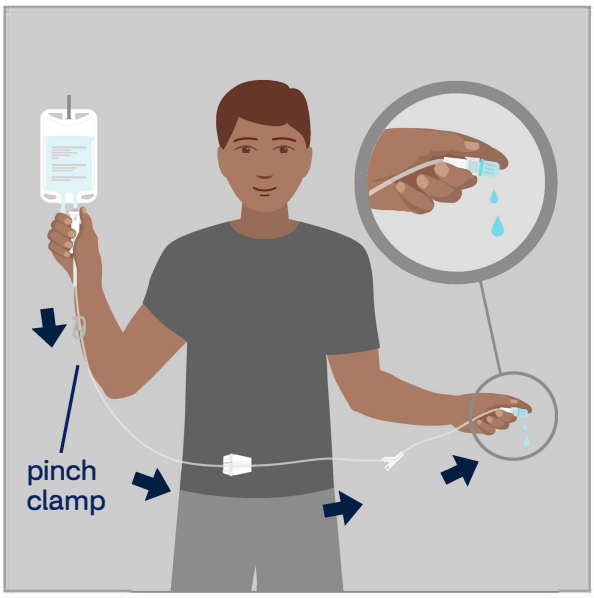
Prime your tubing

1. Remove the tubing from the package and untwist to its full length. Close the pinch clamp on the tubing. This will prevent the flow of medication.
2. Remove the cover or tab from the IV tubing port at the bottom of the bag. Be careful not to touch the exposed end with your fingers. Next, pull off the protective cover from the spike at the end of the tubing. Be sure not to touch the spike; keep the fingers on the drip chamber.
3. Insert the spike into the port of the medication bag using a twisting and pushing motion.
4. Hang the medication bag from the IV pole. Gently squeeze the drip chamber of the tubing and release. Repeat as needed to allow the solution to fill the chamber about halfway.
5. Open the pinch clamp on the administration tubing. Turn the dial until you see medication dripping into the drip chamber.





6. Watch as the medication moves all the way through the tubing until a drop of fluid forms at the end. Close pinch clamp to stop the flow of medication. Your tubing is now “primed” and ready to use.



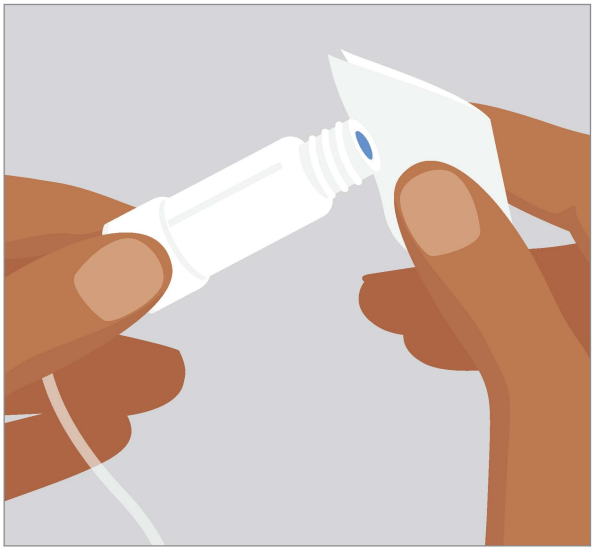
7. Set the dial to the desired drip rate. Your rate is _____ mL/hour.

Flush your catheter

Flush your catheter before administering your medication. Please refer to your SASH Teaching Mat for more details.

Administer medication

1. Scrub the catheter injection cap with a new alcohol pad for 15 seconds, and let it air dry for 5 seconds.



2. Be careful not to touch the top of the injection cap with your fingers while you are cleaning it.
3. Take the cover off the end of the IV tubing. Connect the IV tubing by pushing and turning the end of the tubing clockwise into the injection cap until secure.
4. Open the pinch clamp on the administration tubing. Start the infusion.
   Count the drops as directed by your nurse. Start at the _____mL/hr as shown on the medication label. Count drops and adjust the dial accordingly. Repeat this process until you reach the mL/hr that is on the medication label.
5. Your medication will infuse in about _____ minutes/hours. Watch the infusion near the end of this time so that you can stop the fluid flow. When the bag is empty but there is still fluid in the drip chamber, stop the fluid flow by quickly pinching or closing the clamp on the tubing.
6. Remove the tubing from the catheter injection cap. If you will be infusing more than once a day, place a sterile end cap on the end of the tubing. This will keep the end of the tubing sterile so it can be used for your next infusion. Do not allow the tubing to dangle onto the floor. Drape the tubing up and over the IV pole to prevent from touching the floor.

Flush your catheter

Flush your catheter after administering your medication. Please refer to your SASH Teaching Mat for more details.

Troubleshooting

Keep the IV bag above the IV site and avoid changing your position too often. This may cause your IV to run faster or slower. For example, standing up can cause your IV to infuse slower or stop (causing blood to back up into the tubing). Sitting down may cause your IV to infuse faster.

Problem	Solution
IV infusion is running too slowly or IV fluid is not dripping in the drip chamber	• Check the infusion rate by counting drops and increase infusion if infusing slower than ordered • Check the IV bag and make sure it's not empty • Check that the tubing is not clamped or kinked • Change the position of your arm • Check height of the bag. If it's too low, you may need to raise the height of the IV pole • Flush your catheter with saline as your nurse showed you • Make sure the medication is at room temperature
IV infusing too quickly	• Check the rate of infusion by counting drops and slow infusion if infusing faster than ordered
Pain when infusing medication	• Check your IV site. If it's red, puffy or swollen, notify your nurse.
Blood in the IV tubing	• Look to see if the IV bag is empty. If your infusion is done, disconnect the tubing from the IV and discard the tubing. • If the infusion has stopped dripping, but there is fluid in the bag, refer to the tips in the IV infusion is running too slowly section above.

SASH (S: Saline; A: Administration of Medication; S: Saline; H: Heparin [if ordered]).

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