

# Administration of Your I.V. Medication

## Dial-a-Flo® Method

For your medication to be most effective, it is important that you receive it at the prescribed times and rate. This information is written on your medication label, and your nurse will review this with you.

## Keeping Your Catheter Open

When fluids are not being infused, blood can back up into your catheter and clot. This can block the passageway into your vein. To prevent clotting, the catheter is filled with a *heparin* solution. This procedure is called heparinization or the heparin flush. It is done after each medication dose and at least daily when you are not receiving therapy.

### **REMEMBER “S A S H”**

“S - A - S - H” is a word to help you remember the four steps to giving your medication.

- *alcohol wipe* -

**S = Saline Flush\***

- *alcohol wipe* -

**A = Administer Medication**

- *alcohol wipe* -

**S = Saline Flush\***

- *alcohol wipe* -

**H = Heparin Flush**

- \* Some catheters do not require heparin. In this case, the in S-A-S method will be used. Your nurse will tell you if you need to use a Heparin flush.

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(continued)

Here are the steps for giving your medication using the Dial-a-Flo® Method.

## Equipment

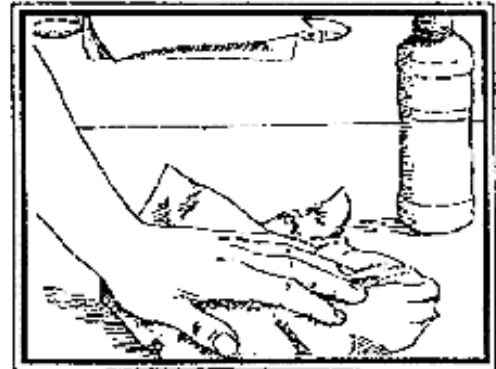
- I.V. medication bag (AT ROOM TEMPERATURE)
- Dial-a-Flo ® administration tubing
- I.V.pole
- alcohol wipes
- 2 saline flushes
- 1 heparin flush
- waste container
- 1 sterile protective cap
- filter if instructed by your nurse

## Procedure

I. To prepare for your infusion:

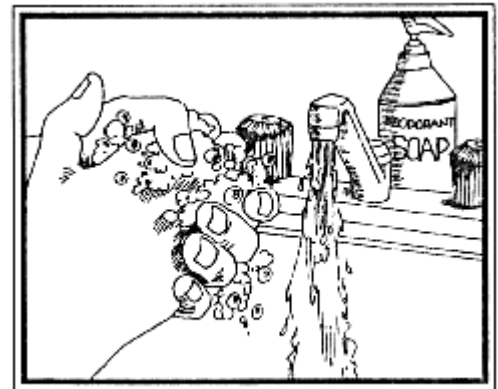
- Gather your equipment.

*Make sure the information on the medication label is correct for you.*



- Clean your work area.

- Wash your hands thoroughly.



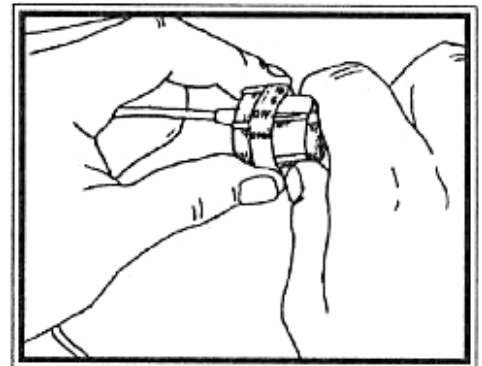
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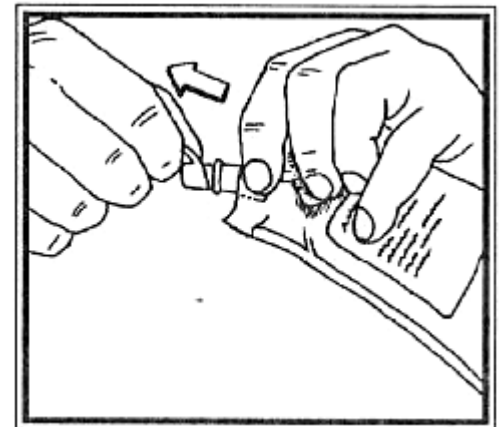
2. Prepare your saline and heparin flushes.
3. Check the I.V. catheter exit site for redness, swelling, drainage, and tenderness. Refer to the I.V. Catheter Troubleshooting section if you note *any* of these symptoms.



4. To prepare the IV tubing and medication
  - Remove the Dial-a-Flo® tubing from its package, and turn the dial to the “Off” position.
  - Remove the outer packaging (if any) around the medication bag. Remove the protective tab from the administration port of your medication bag.



*The administration port is STERILE. It CANNOT touch any nonsterile surface, including your work area and your hands.*



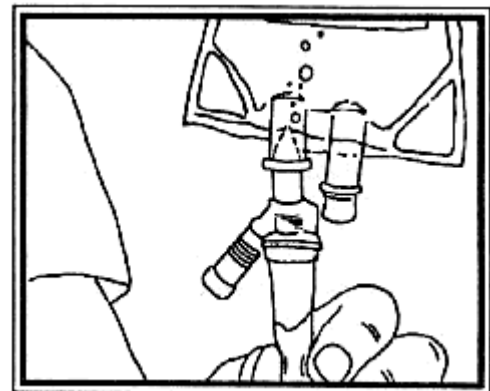
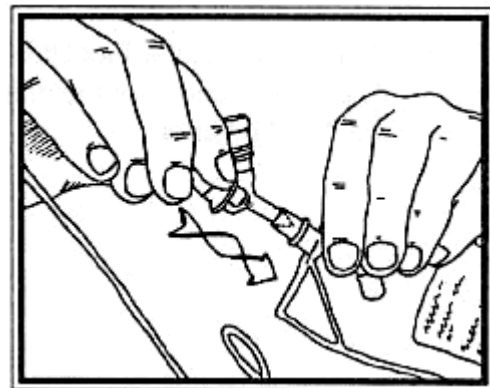
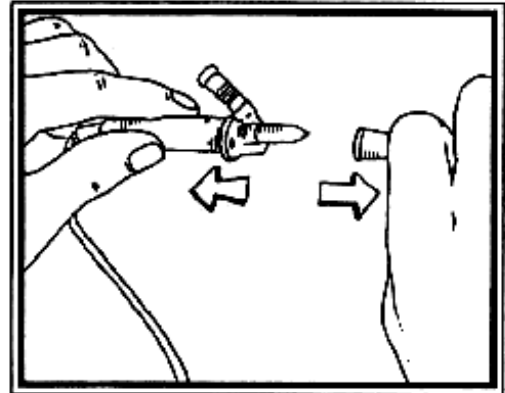
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(continued)

- Lay the medication bag down on the edge of the table so that the newly exposed port extends over the edge, not touching your work area.
- Remove the protective cover from the spike on the Dial-a-Flo® tubing.

***The spike is STERILE. It CAN NOT touch any nonsterile surface, including your work area and your hands.***

- Pick up the medication bag. Hold the administration port in one hand and the tubing with the spike in the other hand. Insert the tubing spike into the administration port, using a twisting motion. Be careful not to touch any sterile parts.
- Hang the medication bag and tubing from the I.V. pole. Gently squeeze release the drip chamber, filling it about half full.

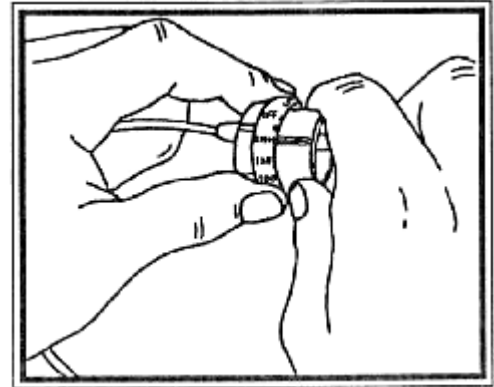


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5. To prepare the tubing:

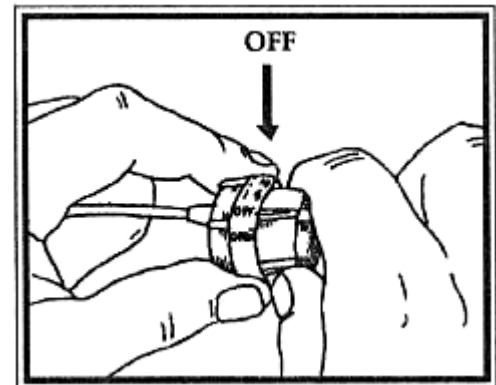
- Turn the dial on the tubing to “Open” to fill the tubing with the medication solution.



- When the tubing is filled, turn the dial to “Off” to stop the flow.

This is called **priming**.

*A little of the medication solution may spill onto your work area. With practice, you will find that you spill very little solution.*

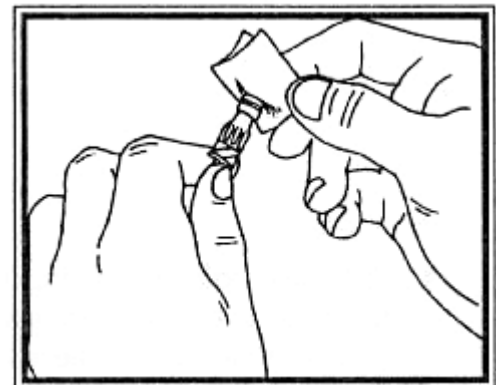


6. To flush your catheter with **saline**:

- Clean the injection cap with an alcohol wipe using friction.

If there is a clamp on your I.V. catheter, open it now.

- Remove the cover from the saline flush.
- Insert the syringe directly into the injection cap.



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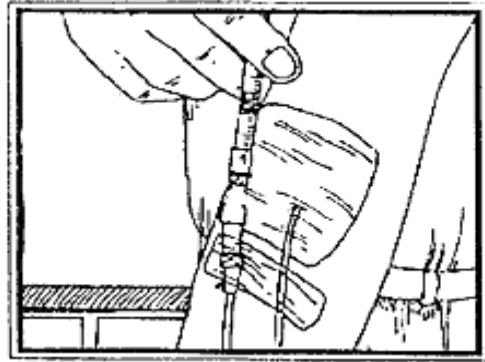
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Slowly inject saline into your catheter.

(This is the “S” in S-A-S-H)

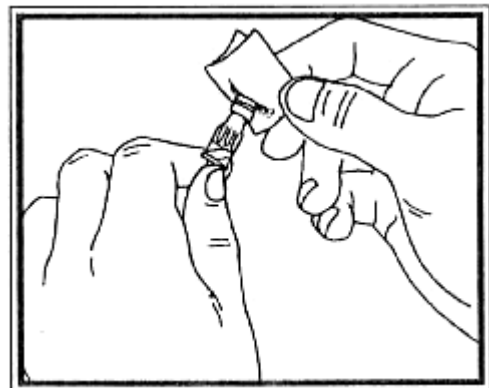
If you feel any resistance, **Do Not** use force. Refer to the I.V. Catheter Troubleshooting section.

When the flush is complete, remove the syringe from the injection cap, and dispose of it as your nurse instructed.

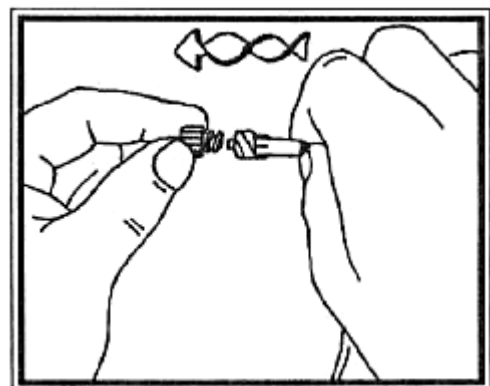


7. **To** start your medication infusion:

- Clean the injection cap with an alcohol wipe using friction.



- Pull firmly **to remove the protective cover** from the end of the Dial-a-Flo® tubing.



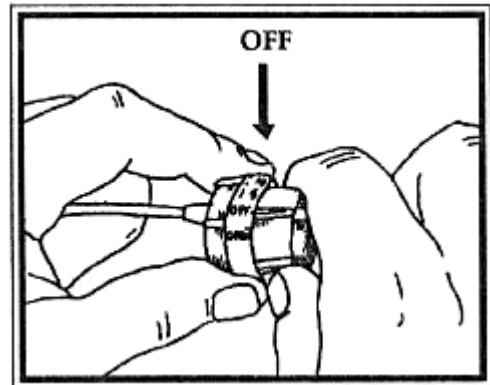
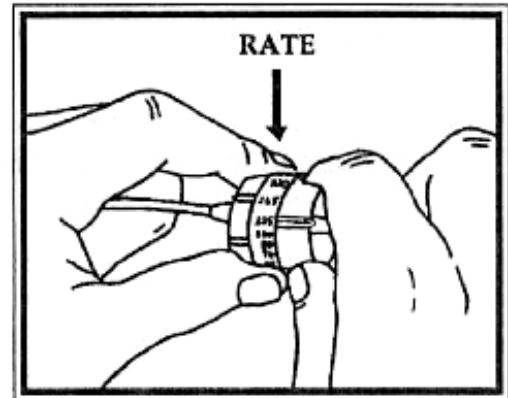
- Insert the tubing straight into the injection cap, using a slight twisting motion.

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Adjust the dial so the medication flow rate is \_\_\_\_\_. This number indicates the approximate amount of fluid that will infuse in one hour.

Since changes in position can affect the flow rate, Check the rate occasionally. If the rate has changed, you can speed it up or slow it down slightly by adjusting the dial.

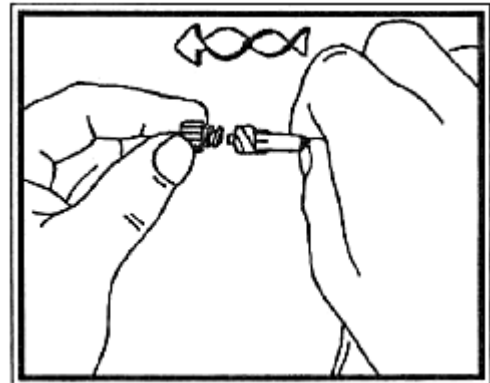


8. To complete your medication infusion:

- When the medication bag is empty, turn the dial to "Off", and remove the tubing from the injection cap.

**Note:**

- If you will receive another dose within the next 24 hours, place a sterile protective cap on the end of the tubing and allow the empty bag to hang. At your next dose, remove the tubing spike from the empty bag, and twist it into the port of the new bag, keeping it sterile.



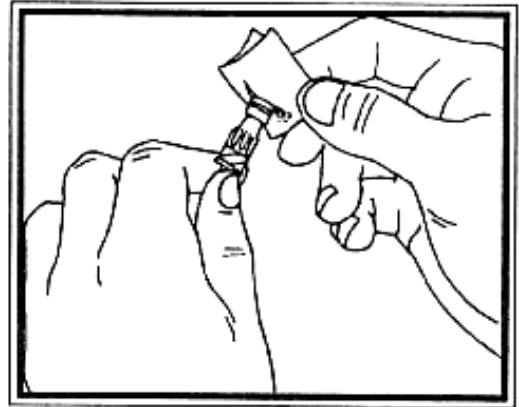
- If the tubing is due to be changed with your next dose, discard the tubing and empty medication bag into your waste container.

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To flush your catheter with saline:

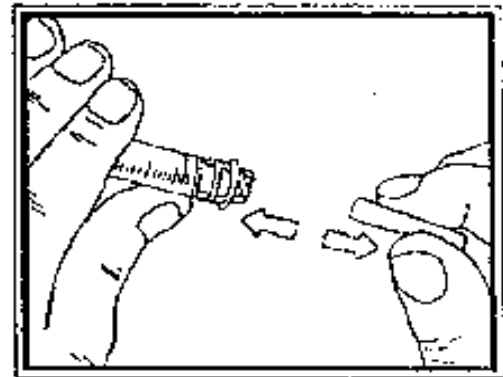
- Clean the injection cap with an alcohol wipe.
- Pull firmly to remove the sterile cover from the saline flush.
- Insert the tubing into the injection cap.
- Slowly inject all of the saline solution.



(This is the “S” in S-A-S-H)

To flush your catheter with heparin:

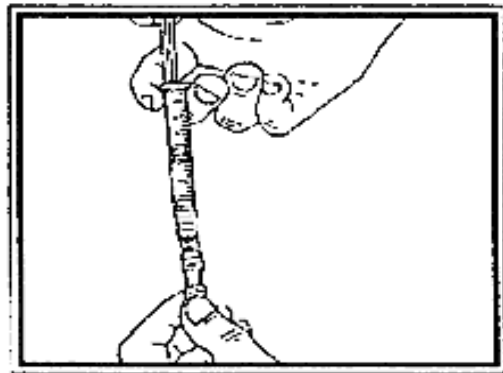
- Clean the injection cap again with an alcohol wipe using friction.
- Pull firmly to remove the sterile cover from the heparin flush.
- Insert the syringe into the injection cap.
- Slowly inject all of the heparin solution.



(This is the “H” in S-A-S-H)

## REMEMBER:

1. Leave the empty bag hanging until your next dose.
2. Put on a new sterile protective cap *immediately* after each dose.
3. Change your tubing as instructed by your nurse.

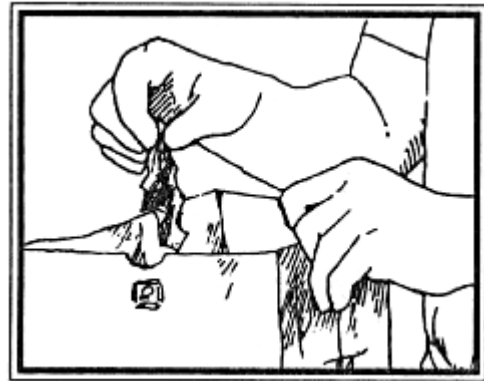


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## 9. Your final steps

Discard used supplies into you waste container.



- Wash your hands thoroughly.

