



GRAVITY ADMINISTRATION PROCEDURE – 20 gtts

Properly administering your medication via gravity at home is important to your safety. Please call 1-800-755-4704 if you have any questions or concerns at all while administering the medication. We are available 24 hours a day, 7 days a week. In the event of an emergency, always call 911.

For teaching guides and videos:

<https://chartwellpa.com/patients/patient-teaching-guides.asp>

SUPPLIES:

- IV medication bag
- Tubing (tubing to be **changed DAILY**)
- (2) Sodium Chloride (Saline) pre-filled syringes
- (1) Heparin pre-filled syringe (if indicated)
- (1) light blue syringe tip cap
- Alcohol or antiseptic wipes
- IV Pole

SASH FLUSH PROCEDURE:

- S** Saline ___ ml
- A** Administer medication as instructed by your nurse
- S** Saline ___ ml
- H** Heparin ___ ml (if required)

PROCEDURE:

1. Clean work area. Wash hands thoroughly, for at least 20 seconds. Gather supplies.
2. Check medication label for name, drug, frequency and expiration. Inspect the medication bag for any cracks, leaks, particulate matter and clarity of medication. Contact Chartwell for any discrepancies or concerns.
3. Prepare your prefilled syringes for flushing your IV Catheter as instructed by your nurse.
4. Remove gravity tubing from package. Close the roller clamp.
5. Remove protective tab from entry port to medication bag.
6. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**
7. Hang medication bag on IV pole. Squeeze drip chamber, filling chamber $\frac{1}{2}$ full.
8. Prime the entire length of the tubing with medication by slowly opening the roller clamp. When a droplet of fluid is noted at the end of the tubing, close the roller clamp.



9. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
10. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of you IV catheter and flush the IV catheter as instructed by your nurse.
11. Disconnect the syringe from the injection cap of your IV catheter and discard.
12. Clean the injection cap on the end of your IV catheter with new alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
13. Remove protective cap from the end of the gravity tubing and attach tubing to the injection cap on the end of your IV catheter. ****Be careful to avoid touching the tip of the tubing****
14. Administer the medication according to your Chartwell Plan of Treatment (POT). To calculate the flow rate, slightly open the roller clamp and count the number of drops for one minute.
****Note- Refer to Conversion Table on last page to calculate your needed rate**

AT THE END OF THE INFUSION:

15. When the medication bag is empty, close the roller clamp and disconnect tubing from the injection cap of your IV catheter.
16. If another dose of the medication is to be administered the **same** day, place a light blue syringe tip cap on the end of the tubing, keeping it sterile (****See note below**).
17. Clean the injection cap on the end of your catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
18. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
19. Disconnect the syringe from the injection cap of your IV catheter and discard.

If your catheter requires the Use of Heparin: Complete steps 20-22, otherwise, skip to 23.

20. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
21. Attach a prefilled syringe of Heparin to the injection cap of your IV catheter and flush your IV catheter as instructed by your nurse.
22. Disconnect the syringe from the injection cap of your IV catheter and discard.



- 23. Flush any additional lumens as directed in your plan of treatment.
- 24. Wash hands thoroughly, for at least 20 seconds.

****All supplies and waste can be double bagged and disposed of with your household garbage.****

Note: The gravity tubing is to be changed DAILY. You will reuse the tubing when administering more than one infusion per day by attaching a new bag of medication.

CONVERSION TABLE FOR 20 DROP PER ML TUBING	
PRESCRIBED ML/HOUR	DROPS/MINUTE
30	10
45	15
60	20
75	25
90	30
99	33
105	35
114	38
120	40
126	42
135	45
144	48
150	50
165	55
180	60
195	65
210	70
225	75
240	80
250	83
255	85

NOTES: