

Prepare a clean work area. A clean flat surface such as a table, countertop, or tray works well.

Wash your hands well using a liquid soap. Be sure to wash all parts of your hands including the top and bottom, between fingers, and under fingernails. Use a paper towel to dry your hands. Use an alcohol-based hand sanitizer if no soap and water are available.

### Supplies needed:

- Syringe(s)
- Syringe needle(s)
- Sharps container
- Alcohol pads
- PN or hydration bag
- Gloves
- Medicine provided (vitamins, electrolytes, trace elements)
- Check the medicine label to make sure the following are correct:
  - ✓ Patient name and date of birth
  - ✓ Medicine name
  - ✓ Medicine dose
  - ✓ Number of times the medicine is given daily

#### Multivitamins

- **Adult:** vial 1 = 5 mL (white cap) and vial 2 = 5 mL (blue cap)
- **Pediatric:** vial 1 = 4 mL (light blue cap) and vial 2 = 1 mL (pink cap)

Look at the medicine and make sure it hasn't changed color or has any particles floating in it. If you see this, do not use the medicine and call Home+ Home Infusion.

Follow these steps to prepare medicine using a vial and syringe.

1. Store the medicine in the refrigerator or as directed by your nurse or pharmacist.
2. Remove the cap on the medicine vial. Use a new alcohol pad to wipe the rubber stopper for each medicine vial.
3. Use a new alcohol pad to wipe the medicine port on the PN or hydration bag. Place the alcohol wipe underneath the port to protect it from touching any surface.
4. Open the syringe wrapper and remove the syringe. Avoid touching the tip of the syringe.
5. Open the needle wrapper and twist the needle onto the syringe tip until it is tight.
6. Remove the cap on the needle by pulling it straight off.
7. Pull back on the syringe plunger to add air to match the amount of medicine needed.
8. With the vial on a flat surface, push the needle through the rubber stopper.
9. Push the plunger down to add air into the vial.
10. Hold the plunger down while turning the vial upside down.
11. Withdraw the liquid from the vial by pulling back on the syringe plunger.
12. Tap the side of the syringe to move bubbles to the top.

## Parenteral Nutrition (PN): Adding Vitamins or Medicine to the PN Bag

13. Push the plunger up to release the bubbles inside the vial.
14. Remove the syringe and needle from the vial.
15. Insert the needle into the scrubbed, rubber-tipped port of the PN or hydration bag.
16. Push the plunger so that all of the liquid goes inside the bag.
17. Remove the empty syringe and place into the sharps container.
18. Repeat this procedure for each vial of medicine. Use a new syringe and needle each time.
19. Gently mix the bag by kneading or using a side-to-side motion. Do not shake.

**\*Provided multivitamins and medicines are added right before connecting to the PN or hydration.**

**Do not add anything to the PN bag that has not been provided by Home Infusion.**

**For questions or concerns, call Regional Home+ Home Infusion at (605) 755-1150.**