

## Gravity Infusion Instructions (Rate Flow Device)

If your medicine is stored in the refrigerator, take it out and let it warm to room temperature. **Do not heat the medicine in a microwave oven, direct sunlight, hot water, or any other heat source. Heating may damage the medicine and make it harmful.**

**Follow these instructions with every infusion:**

*\*The blue injection cap will be referred to as “blue cap” in instructions below.*

1. Prepare a clean work area.
2. 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.
3. Supplies needed:
  - Medicine bag (check for correct name, drug, dose, and discard date)
  - IV tubing with the rate flow regulator
  - IV pole
  - Extension tubing (if needed)
  - Sterile protective cap
  - 2 prefilled saline syringes (0.9% sodium chloride)
  - 1 prefilled heparin syringe (if needed)
  - Alcohol pads
4. Open the tubing package, unwind the IV tubing and remove the paper holders.
5. Close the clamp and set the rate flow device to the “OFF” position.
6. Remove the protective cover from the entry port to the medicine bag. Do not touch the port end.
7. Remove the cover from the spike end of the IV tubing and insert the spike into the port of the medicine bag using a pushing-twisting motion until secure. Do not touch the spike.
8. Hang the medicine bag on the IV pole. Adjust the IV pole to a height that is above the heart. Squeeze the drip chamber until it is half full.
9. Prime the entire length of the tubing by turning the rate flow device to “OPEN”. Open the clamp. When a drop of fluid is seen at the end of the tubing, close the clamp and turn the rate flow device to “OFF”.

10. To prime a new extension set (if needed) attach the sterile blue cap to the “winged” end of the set. Attach a new saline syringe onto the blue cap and push the plunger until you see drops at the opposite end of the extension set. Attach the primed extension set to your IV line by turning it clockwise until it is secure. This extension set should be changed every 7 days.
11. Use a new alcohol pad to scrub the blue cap on the end of your IV line for 15-30 seconds. Let this air dry, do not fan or blow air on the blue cap.
12. Take the cap off of the saline flush syringe. Do not touch the inside of the cap or the syringe tip to any surface.
13. Hold the syringe so the open tip points to the ceiling. Gently tap the side of the syringe to move any air bubbles to the top.
14. Push in the plunger until a drop of liquid appears at the open tip of the syringe.
15. Attach, push, and twist the end of the **saline** syringe (0.9% sodium chloride) (clockwise) onto the blue cap on your IV line.
16. Push the syringe plunger to flush the IV line, using a start/stop action. Untwist the syringe to remove.
17. Attach, push, and twist the end of the medicine bag tubing onto the blue cap (clockwise) until it is secure.
18. Turn the rate flow device to the following rate \_\_\_\_\_ to start the infusion. Medicine should be dripping into the drip chamber.
19. It will take approximately \_\_\_\_\_ minutes for all the medicine to infuse.
20. When the medicine bag is empty close the clamp on the tubing and turn the rate flow device to “OFF”. There will be medicine left in the tubing and that is okay.
21. Untwist the tubing from the IV line and use a sterile cap to cover the end of the medicine bag tubing. Place the medicine bag and tubing in a clean plastic bag or hang it on the IV pole. You will use the same tubing for your next medicine dose within the same day. The tubing should be changed every 24 hours.
22. Use a new alcohol pad to scrub the blue cap on the end of your IV line for 15-30 seconds. Let this air dry, do not fan or blow air on the blue cap.
23. Flush with saline following steps 11-16 above. If this is your last step, remove the syringe and clamp the tubing.
24. If using heparin following steps 11-16 above after you have scrubbed the blue cap on the end of your IV line for 15-30 seconds. Let this air dry, do not fan or blow air on the blue cap.
25. Attach, push, and twist the **heparin** syringe plunger to flush the IV line. Use a start/stop action until the syringe is empty. Remove the syringe and clamp the tubing.
26. Throw your used supplies into the household trash unless you are told not to.

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