



**913-906-9260**

**Administering medications by add-a-vial and administering via gravity drip or infusion pump:**

1. Gather supplies
  - a. medication w/ IV fluid attached (room temperature)
  - b. alcohol pads
  - c. Saline flush
  - d. Heparin flush
  - e. IV tubing
  - f. IV pole
  - g. Small white cap (if giving med more than once/day)
2. Wash your hands
3. Hold the vial of powdered medication with one hand and with the other hand crack the "neck" that attaches the glass vial of medication with the bag of fluid.
4. Move the neck in both directions so it feels loose.
5. Turn so the bag is held vertically and the fluid is on top (above) and glass vial of medication is on bottom (below).
6. Gently squeeze the bag of fluid and release. The fluid will transfer into the glass vial of medication.
7. Repeat this process until the glass vial is approximately half full.
8. When the glass vial is approximately half full, gently agitate glass vial until medication dissolves. Once medication is dissolved, let it set for a few minutes so that bubbles clear.
9. When fluid in glass vial is clear, hold it vertically again and turn so that glass vial is on top (above), and bag of fluid is on bottom (below).

10. Gently squeeze bag of fluid and release. Notice that when you release bag, fluid from glass vial is pulled back into bag of fluid.
11. Repeat this process until glass vial is empty (there may be a few bubbles or drops of fluid left in the glass vial--this is ok).
12. Open package of tubing.
13. **Close the roller clamp on tubing**
14. Hold the bag upside down and pull the dark tab off, being careful not to touch the sterile area
15. Take the clear protector cap off the spike end of the tubing
16. Insert the spike of the tubing into the now open port of the bag using a firm pushing and twisting motion.
17. Hang the bag w/tubing now attached onto IV pole
18. Squeeze the drip chamber and release until chamber is approximately half full.
19. Open the roller clamp long enough for fluid to fill the tubing entirely and let out any air bubbles.
20. When the tubing is primed (filled with fluid) and air bubbles are out, **close the roller clamp**.

\*\*\*If using pump, now insert tubing in pump and follow pump instructions that are in AIP folder

21. Clean end of positive pressure connector cap on PICC w/alcohol pad.
22. Unclamp PICC if necessary. Attach and flush PICC w/ \_\_\_ cc saline
23. Remove clear protector cap on end of tubing.
24. Attach end of tubing to adapter on PICC, making sure to keep clean and sterile.
- (Gravity Drip only) 25. Unroll roller clamp enough to let medication/fluid drip from bag into drip chamber at a rate of \_\_\_ drips/ \_\_\_ seconds.

(Gravity Drip only) 26. Remember that when using gravity it is best to keep bag high on the pole and keep arm w/PICC low and still.

(Gravity Drip only) 27. Let medication infuse by gravity until bag of med is empty and you no longer see medication dropping into drip chamber. When drip chamber is almost empty, close roller clamp completely.

\*\*\*If using pump it will alarm infusion complete. Push the Run/Hold button and then the On/Off button.

28. Remove end of medication tubing from end of PICC, being careful not to touch end of medication tubing. Place a white protective cap (single packaged) to cover the end of the medication tubing until next use. This will keep tubing sterile/clean until next use.

29. Flush with saline.

30. Flush with heparin.

31. In \_\_\_\_\_ hours, when next dose of medication is due, remove spike from used bag and spike new bag. Repeat process that mixes powdered medication and fluid.

32. Open new package of tubing every 24 hours.