


**GET YOUR SUPPLIES TOGETHER**.....

- Prefilled Saline syringes (2)
- Prefilled Heparin syringe (1)
- Alcohol wipes
- Prefilled syringe of medication
- Disinfection caps (if used)



**REMEMBER!**  
Take medication out of the refrigerator approximately **one (1) hour** before dose time.

---

## STEP-BY-STEP INSTRUCTIONS

Check medication label for correct patient name, medication name, dose and expiration date. If any of the information is incorrect stop and call our pharmacy.

1. Wash hands well, gather supplies and put on gloves.
2. Remove disinfection cap (if used) from end of IV.
3. Wipe injection cap (located at the end of the IV catheter) with an alcohol wipe
4. Attach a saline syringe to the IV line, flush the line using the push/pause method.
5. Attach the syringe of medication to the IV line.
6. **Administer medication slowly, so that it is given over a total of \_\_\_\_\_ minutes.**
7. Attach a saline syringe to the IV line, flush the line using the push/pause method.
8. Attach a syringe of heparin to the IV line, if ordered, flush line using the push/pause method.  
**CLOSE** the clamp on the IV line.
9. Place a new disinfection cap on the end of IV line.

---

## TAKE CARE OF OTHER PORTS DAILY

Flush the line not in use with normal saline and heparin once daily.