



Administering IV Medications OR Fluids via Rate Flow Regulator:

1. Gather Supplies:
 - Medication or Fluid (room temperature)
 - Alcohol Pads
 - Saline Flush
 - Heparin Flush
 - IV Tubing
 - IV Pole
 - Red Protective Cap (if using tubing more than once per day)
 - Gloves
2. Wash your hands.
3. Open the package of tubing and then apply gloves.
4. Close the dial on rate flow tubing by turning the dial to the word "Close".
5. Hold the bag upside down and pull the plastic tab off, being careful not to touch the sterile area.
6. Take the clear protector cap off the spike end of the tubing, being careful not to touch the sterile area.
7. Insert the spike of the tubing into the now open port of the bag using a firm pushing and twisting motion.
8. Hang the bag with the tubing now attached onto the IV pole.
9. Squeeze the drip chamber and release until chamber is approximately half full.
10. Slowly open the dial long enough for the fluid to fill the tubing entirely and let out any air bubbles.

11. When the tubing is primed (filled with fluid) and air bubbles are out, **close the dial.**
12. Clean the end of the cap on PICC with alcohol pads.
13. Unclamp any clamps that may be on the PICC tubing or extensions.
14. Attach the syringe with saline and flush PICC with 10 cc saline.
15. Remove the clear protector cap on the end of tubing.
16. Attach the end of tubing to cap on PICC, making sure to keep clean and sterile.
17. Open the dial enough to let medication/fluid drip from the bag into the drip chamber **at a rate of _____ml/hr. (instructed by RN).**
18. Remember, when using gravity, it is best to keep the bag high on the pole and keep your arm with the PICC, low and still.
19. Let the medication infuse by gravity until the bag of medication is empty. When medication is no longer dripping into the drip chamber, close the dial completely.
20. Remove the end of medication tubing from the end of PICC, being careful not to touch the end of the medication tubing. Place a red protective cap (single packaged) to cover the end of the medication tubing until next use. This will keep the tubing sterile/clean until the next use. Leave the bag of medication attached to the medication until next dose is due.
21. Attach the syringe with 10 cc saline to the end of the cap on PICC and flush with gentle fluid movement.
22. Attach the syringe with 5 cc heparin to cap on PICC (don't empty syringe).
23. Remove the syringe and re-clamp any clamps on PICC or extensions.
24. ****If using the tubing more than once per day...in 24 hours, when the next dose of medication is due, remove the previous bag of medication from tubing and throw it away. Pull the plastic tab off of the new bag of medication and insert the spike into the new bag, being careful not to touch sterile areas.
25. **Repeat above process every _____ hours.**
26. Open the new package of tubing every 24 hours.

TIPS:

- ❖ If you are infusing medications or fluids only once per day, use a new package of tubing each day.
- ❖ You do not need to drain the tubing of medication; stop the infusion when the medication or fluid in bag is empty and it stops dripping into the drip chamber.