



GRAVITY ADMINISTRATION PROCEDURE – 20 gtts

SUPPLIES:

- IV medication bag
- Tubing (tubing to be **changed DAILY**)
- (2) Sodium Chloride (Saline) pre-filled syringes
- (1) Heparin pre-filled syringe (if indicated)
- (1) light blue protective cap
- Alcohol or antiseptic wipes
- IV Pole

PROCEDURE:

1. Clean work area. Wash hands thoroughly. Gather supplies.
2. Prepare your prefilled syringes for flushing your IV catheter as instructed by your nurse.
3. Remove gravity tubing from package. Close the roller clamp.
4. Remove protective tab from entry port to medication bag.
5. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**
6. Hang medication bag on IV pole. Squeeze drip chamber, filling chamber ½ full.
7. Prime the entire length of the tubing with medication by slowly opening the roller clamp. When a droplet of fluid is noted at the end of the tubing, close the roller clamp.
8. Clean the injection cap on the end of your IV catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
9. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
10. Disconnect the syringe from the injection cap of your IV catheter and discard.
11. Clean the injection cap on the end of your IV catheter with new alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
12. Remove protective cap from the end of the gravity tubing and attach tubing to the injection cap on the end of your IV catheter. ****Be careful to avoid touching the tip of the tubing****



- 13. To administer your medication, slowly open the roller clamp to begin the infusion. Adjust roller clamp to the desired number of drops and monitor flow rate throughout the infusion. Adjust the clamp per your Chartwell Pharmacy Plan of Treatment (POT).

****Note- Refer to Conversion Table to calculate needed rate**

AT THE END OF THE INFUSION:

- 14. When the medication bag is empty, close the roller clamp and disconnect tubing from the injection cap of your IV catheter.
- 15. If another dose of medication is to be administered the **same** day, place a light blue protective cap on the end of the tubing, keeping it sterile (****See note below**).
- 16. Clean the injection cap on the end of your catheter with an alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
- 17. Attach a prefilled Sodium Chloride/Saline syringe to the injection cap of your IV catheter and flush the IV catheter as instructed by your nurse.
- 18. Disconnect the syringe from the injection cap of your IV catheter and discard.

IF YOUR IV CATHETER REQUIRES USE OF HEPARIN: Complete steps 19-21.

- 19. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and let air dry for 60 seconds.
- 20. Attach a prefilled syringe of Heparin to the injection cap of your IV catheter and flush your IV catheter as instructed by your nurse.
- 21. Disconnect the syringe from the injection cap of your IV catheter and discard.

***All supplies and waste can be double bagged and disposed of with your household garbage.**

****Note: The gravity tubing is to be changed DAILY. You will reuse the tubing when administering more than one infusion per day by attaching a new bag of medication.**

SASH FLUSH PROCEDURE:

- S** Sodium Chloride ___ ml
- A** Administer medication over ___ minutes (_____ drops per minute)
- S** Sodium Chloride ___ ml
- H** Heparin ___ ml (if required)



CONVERSION TABLE ML/HR → DROPS/MINUTE (20 DROP PER ML TUBING)	
DROPS/ MINUTE	ML/HOUR
10	30
15	45
20	60
25	75
30	90
33	99
35	105
38	114
40	120
42	126
45	135
48	144
50	150
55	165
60	180
65	195
70	210
75	225
80	240
83	250
85	255