

GRAVITY ADMINISTRATION PROCEDURE –FILTERED TUBING 10 gtts

Properly administering your medication by gravity at home is important to your safety. Please call 1-800-755-4704 if you have any questions or concerns at all while administering the medication. We are available 24 hours a day, 7 days a week. In the event of an emergency, always call 911.

For teaching guides and videos:

<https://chartwellpa.com/patients/enteral-teaching-guides.asp>

<https://chartwellpa.com/patients/enteral-teaching-videos.asp>

QR code:



SUPPLIES:

- IV Medication bag
- Tubing with inline filter (tubing to be changed **DAILY**)
- (2) Sodium Chloride (Saline) prefilled syringes
- (1) Heparin prefilled syringe
- (1) Light Blue sterile cap, if indicated
- Alcohol/antiseptic wipes
- IV pole

SASH FLUSH PROCEDURE:

- S** Saline ___ ml
- A** Administer medication as instructed by your nurse
- S** Saline ___ ml
- H** Heparin ___ ml (if required)

PROCEDURE:

1. Gather supplies. Clean work area. Wash hands thoroughly for at least 20 seconds.
2. Check medication label for name, drug, frequency, and expiration. Inspect the medication bag for any cracks, leaks, particulate matter, and clarity of medication. Contact Chartwell for any discrepancies or concerns.
3. Prepare your prefilled syringes for flushing your IV catheter as instructed by your nurse.
4. Remove gravity tubing with in-line filter from package. Close the roller clamp.

5. Remove protective tab from entry port to medication bag.
6. Remove cover from spike on tubing and insert spike into medication bag using a pushing-twisting motion. **DO NOT TOUCH SPIKE.**
7. Hang medication bag on IV pole. Squeeze drip chamber, filling chamber $\frac{1}{2}$ full.
8. Prime entire length of the tubing with medication by slowly opening the roller clamp and inverting the filter until the tubing fills completely with fluid. When a droplet of fluid is noted at the end of the tubing, close the roller clamp.
9. 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.
10. 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.
11. Disconnect the syringe from the injection cap of your IV catheter and discard.
12. Clean the injection cap on the end of your IV catheter with a new alcohol/antiseptic wipe vigorously for 30 seconds and air dry for 60 seconds.
13. 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****
14. 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 drops per minute.**

AT THE END OF THE INFUSION:

15. When the medication bag is empty, close the roller clamp and disconnect tubing from the injection cap of your IV catheter.
16. 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**).
17. 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.
18. 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.
19. Disconnect the syringe from the injection cap of your IV catheter and discard.

If your catheter requires the Use of Heparin: Complete steps 20-22, otherwise, skip.

20. 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.
21. Attach a prefilled syringe of Heparin to the injection cap of your IV catheter and flush your IV catheter as instructed by your nurse
22. Disconnect the syringe from the injection cap of your IV catheter and discard.
23. Flush any additional lumens as directed in your plan of treatment.
24. Wash Hands thoroughly for at least 20 seconds.

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

****Note:** The gravity tubing with filter 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.**



**CONVERSION TABLE
FOR 10 DROP PER ML
TUBING**

**ML/HR →
DROPS/MINUTE**

ML/HOUR	DROPS/ MINUTE
6	1
12	2
18	3
24	4
30	5
36	6
42	7
48	8
54	9
60	10
66	11
72	12
78	13
85	14
90	15
96	16
102	17
108	18
114	19
120	20
126	21
132	22
144	24
150	25
180	30
198	33
204	34
210	35
240	40
252	42

NOTES: