



Giving IV Medication with AddEASE®

Medication:

What do I do when I get the medication from HomeMed?

- **Always check the prescription and label for final instructions.**
 - check your name
 - medication name and dose
 - how frequently the medication should be given
- **If the information does not match, contact HomeMed immediately at 800-862-2731.**
- Check the bags and syringes for expired dates, color changes, leaks and floating materials. If these occur, set aside and use another. Notify HomeMed.
- Check medication labels for storage instructions.

What do I need to do to prevent infection?

- Work at a comfortable pace. The risk of contamination increases if you rush.
- Always wash your hands for 15 seconds with soap or an instant hand sanitizer before any procedure. Do not touch anything dirty, such as your clothes, glasses or skin after washing your hands. If you do, rewash them.
- If you wish to use an instant hand sanitizer, use one that contains ethanol in concentrations between 60-90%. Do not use an instant hand sanitizer if your hands are visibly soiled or you have a C. difficile infection.

What supplies do I need?

IV AddEASE® medication bag(s) (see **prescription label**)

One (1) Gravity IV tubing

One (1) Luer lock cap (white cap to keep IV tubing sterile after use)

One (1) Prefilled heparin flush syringe (remove from package)

Two (2) Prefilled saline flush syringes (remove from package)

One (1) Alcohol cap

Four (4) Alcohol pads

Household disinfectant or alcohol

Soap

Paper towel

How do I prepare for the procedure?

1. Place a trash can next to your work area.
2. Clean your work surface or laminate mat with household disinfectant. Let the area air dry.
3. **Wash your hands** as follows:
 - a. Wet your hands and wrists under running water.
 - b. Scrub vigorously with soap for 15 seconds.
 - c. Work lather between fingers, under nails, over the palms and back of hands.
 - d. Rinse hands well by keeping your hands up with fingers pointing up towards the ceiling so that the dirty water runs toward your elbows.
 - e. Dry your hands with a clean paper towel from tips of fingers down.
 - f. Turn off the faucet with the paper towel.
4. Gather your supplies and place onto your work area.
5. **Wash your hands again.**



How do I prepare the medication?

1. Check the bag and the vial before using. There should not be any liquid in the vial, only powder. Check to be sure that the vial is tightly attached and squarely seated in the AddeEASE® connector. If there is liquid in the vial or the vial is not tight, do not use. Use another bag.



Figure A

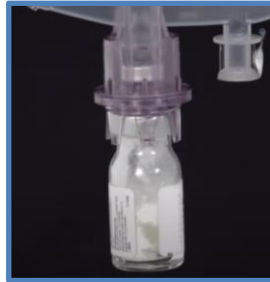


Figure B



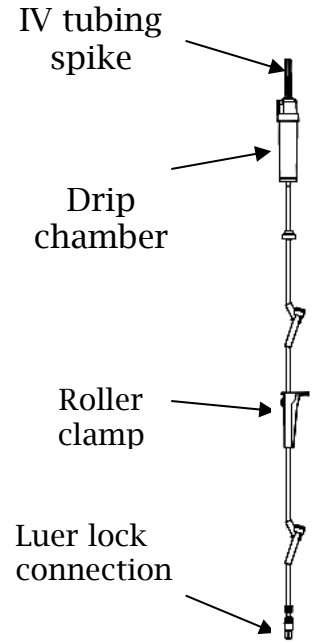
Figure C

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2. To activate the bag:
 - a. Fold the IV bag at the fluid line (Figure A).
 - b. Squeeze firmly with the vial facing downward to push the plug into the vial in order to transfer fluid into the vial (Figure B).
 - c. Squeeze the IV bag repeatedly until the vial is half full (do **not** overfill the vial with liquid).
 - d. Gently rotate the vial until powder is dissolved. Do not shake.
3. To transfer the vial contents back into the bag:
 - a. Turn the IV bag upside down.
 - b. Hold the IV bag at the fluid line and squeeze firmly to transfer the solution from the vial back to the bag.
 - c. Repeat until the medication vial is empty (Figure C).
4. If powdered drug remains in the vial, repeat the steps above.

How do I prepare the tubing?

1. Close the roller clamp on the IV tubing by rolling it down.
2. Remove the tab from the IV bag.
3. Remove the spike cover from the IV tubing. Do not touch the spike.
4. Hold the port of the IV bag straight and insert the spike by pushing and twisting at the same time.
5. Hang the IV bag with the attached tubing on the IV pole.
6. Squeeze and release the drip chamber on the IV tubing until it is half full of fluid.
7. Roll up the roller clamp to open and fill the IV tubing with fluid.
8. When the fluid is at the end of the IV tubing, roll down the roller clamp to close it.
9. Hang the IV tubing over the IV pole. **Do not** let the tubing fall on the floor.
10. Place the expiration label on the IV tubing to remind you to change it in 72 hours (3 days).



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How do I give the medication?

1. Check your catheter to make sure it is on securely (always **hold your catheter cap** while connecting/disconnecting to prevent accidental removal).
2. Unclamp your catheter and remove the green alcohol cap.
3. **Vigorously** scrub the end of the cap on your catheter with an alcohol pad for fifteen seconds.



Valved IV catheter cap

4. Hold the prefilled saline syringe upright.

5. **Do not remove the cap.** Press forward on the plunger to break the seal. **Do not pull back on the plunger.**
6. Gently tap the sides of the syringe so the bubbles rise to the top. Remove the cap and push the plunger to remove all the air.
7. Push and twist the saline syringe into your catheter cap to the right until secure.
8. Inject the saline solution. Remove and discard syringe in your trash.
9. **Vigorously** scrub the end of the cap on your catheter with an alcohol pad for fifteen seconds.
10. Remove and discard the protective cap from the IV tubing.
11. Push and twist the luer lock into your catheter cap to the right until secure. Then “lock down” the spin collar to ensure a secure connection.
12. Open the IV roller clamp to begin the infusion. Count drops as directed on label to infuse over the correct amount of time.

➤ **If your prescription label directs you to infuse more than one bag for each dose, do the following:**

1. Roll down the roller clamp on the IV tubing to close it.
2. Repeat steps 1-6 on page 3 to prepare another bag.
3. Replace the empty bag on the IV tubing with the new one.
4. Open the IV roller clamp and count drops as directed on label to complete infusion.

How do I stop the medication?

1. When infusion is done, roll down the roller clamp on the IV tubing to close it.
2. **Wash your hands.**
3. If the tubing has been used less than three days, disconnect the IV tubing from the cap on your catheter and place a new white cap onto the end of the IV tubing (this will keep the IV tubing sterile for reuse). Keep empty bag attached to tubing. (See next section to learn how to reuse tubing)
4. **Vigorously** scrub the end of the cap on your catheter with an alcohol pad for 15 seconds.

5. Hold the prefilled saline syringe upright, press forward on the plunger, remove the cap, and push out the air.
6. Push and twist the saline syringe into your catheter cap to the right until secure.
7. Inject the saline solution. Remove and discard the syringe in your trash.
8. **Vigorously** scrub the end of the cap on your catheter with an alcohol pad for fifteen seconds.
9. Hold the prefilled heparin syringe upright, press forward on the plunger, remove the cap, and push out the air.
10. Push and twist the heparin syringe into your catheter cap to the right until secure.
11. Inject the heparin leaving a small amount of solution in the syringe, and clamp your catheter before removing the syringe, then discard in your trash.
12. Place and twist a new alcohol cap onto the end of your IV catheter cap.

How do I reuse the tubing for the next dose?

Change your IV tubing every 3 days. Labels will be provided to help you keep track. If the tubing has been used for 3 days, throw it away and use a new tubing for the next dose. If your tubing has been used less than 3 days do the following:

1. Remove the empty medication bag by twisting and pulling out the spike. Keep the spike on the IV tubing sterile.
2. Replace the old empty medication bag with a new one.
3. **Check label to see if you need to refrigerate** the IV tubing between doses. If it needs to be refrigerated, store in a sealed ziplock bag.

How can I remember the steps?

Follow **S-A-S-H** when you give the medication:

S - saline flush

A - administer medication

S - saline flush

H - heparin flush

What if I still have questions?

- Call HomeMed. Our 24-hour number is 800-862-2731.
 - Please identify yourself to the hospital operator as a **HomeMed** patient.
- For on-line video and resources, please visit:
 - **Link:** <https://homecare.med.umich.edu/HomeMed/Patient-Resources/Add-EASE>
 - **QR code:**



In summary: These are the steps to follow when you give your IV medication with AddEASE® :

- ✓ Wash your hands
- ✓ Prepare AddEASE® medication bag
- ✓ Spike bag and prime tubing with fluid
- ✓ Flush your IV catheter with saline
- ✓ Start infusion (check drip rate on label)
- ✓ Stop infusion (keep tubing sterile for 3-day reuse)
- ✓ Flush your IV catheter with saline
- ✓ Flush your IV catheter with heparin
- ✓ Place a new alcohol cap on the end of your IV catheter

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