**Administration**

Note: It is important to establish IV access prior to preparing your Glassia. Refer to the patient education tool *Performing Venipuncture* for further instruction.

1. **Refer** to your Patient Resource Guide and medication label for handling and storage of medication.
2. **Clean** your work area.
3. **Wash** your hands:
   a. Use antibacterial soap and water, rubbing your hands for at least 20 seconds. Remove any dirt from under your nails. Dry your hands with a paper towel or clean hand towel.
   b. If no soap and water is available, use an alcohol-based hand sanitizer.
4. **Gather** supplies:
   a. Glassia Kit with Vial(s) *(discard the filter needles provided in the Glassia packaging into a sharps container)*
   b. 60 ml luer-lock syringe
   c. Empty IV fluid bag (500 ml)
   d. Clave bag access spike
   e. Administration tubing (rate flow regulator with 15 micron filter)
   f. Mini-spike dispensing pin (to draw up medication)
   g. Filter disc 5 micron
   h. Alcohol swabs
5. **Inspect** vial(s) and label for the following:
   a. Correct name
   b. Expiration date
   c. Clarity of the solution (it should be clear and colorless)
   d. The protective cap is intact

*Call your pharmacist if you have any problems with the bag or label.*
6. **Prepare** the Glassia vial(s)
   a. Take the protective caps off of the Glassia vial(s)
   b. Clean the top of each vial with an alcohol swab

7. **Withdraw** the Glassia from the vial(s).
   a. Remove the clear cover from the mini-spike dispensing pin. Insert the spike into the first vial of Glassia.
   b. Remove the blue cap from mini-spike dispensing pin and attach the 60 ml luer lock syringe (do not insert air into the vial).
   c. Invert the vial (turn upside down) and withdraw the Glassia into 60 ml syringe.
   d. Repeat these steps to draw up each vial of medication you will need.

*If you have multiple vials of medication to draw up, use the same mini-spike dispensing pin and syringe to draw up all vials of Glassia.*

8. **Add** the filter to the syringe.
   a. Attach the 5 micron filter to the end of the syringe. Be careful to not touch the sterile ends of the filter or syringe.

9. **Add** the Glassia to the empty bag.

   a. Spike the empty bag with the clave access spike.
   b. Clean the end of the clave access spike with an alcohol swab (scrub for a minimum of 15 seconds).
   c. Attach the syringe with medication to the clave access spike.
   d. Slowly inject the medication into the IV bag. You may need to repeat this step several times, until all the medication ordered is added to the bag.
e. Open the administration tubing and close the clamp. Remove administration set from package, close roller clamp.

f. Invert the IV bag with the medication and carefully remove the clave access. The bag must be inverted or medication will leak out.

g. Remove the cover from the spike of the administration tubing and insert it the IV bag through the same site where the clave access spike was attached. Twist into bag until securely in place. Bag is now spiked and ready for administration.

10. **Prime** the tubing.
   a. Hang the IV medication bag on the IV pole (make sure the roller clamp is closed).
   b. Squeeze the drip chamber and release until it is half full.
   c. Slowly open the roller clamp and allow the medication to fill the tubing. Close the roller clamp when the medication reaches the end of the tubing
      1. If using a rate flow regulator, turn the rate flow device to open when priming the tubing.
      2. Turn to off/close when the tubing is primed.

11. **Flush** the catheter and connect the tubing.
   a. Open the clamp on the catheter.
   b. Scrub the injection cap with an alcohol swab for a minimum of 15 seconds. Allow to dry.
   c. Flush the catheter with saline as directed by your clinician (make sure the clamp is open).
   d. Remove the cap from the end of the tubing. Do not touch the end of the tubing.
   e. Attach the tubing to the catheter injection cap by twisting clockwise until it is secure.

12. **Start** the infusion.
   a. Slowly open the roller clamp on the tubing.
   b. Adjust the rate as directed by your clinician.
      1. If fusing a rate flow regulator, turn the dial to the rate of your infusion as directed by your clinician. You should begin to see drops in the drip chamber to indicate the medication is infusing.

13. **End** the infusion.
   a. Close the clamp on the tubing.
   b. Disconnect the tubing from the injection cap. Discard as directed by your clinician.
   c. As directed by your clinician, flush the catheter with saline, remove the peripheral IV, or both.