

Storing and Handling Your Supplies

When giving yourself an IV infusion of medications, infection is an important concern. Germs exist everywhere — in the hospital as well as in the home. They can be found in the air, on your hands and skin, and on countertops and floors.

Most of these germs are not harmful, as they are always present. However, if they enter your bloodstream, they can cause major health problems. For this reason, you must take special care to stop harmful germs from getting on your work area, your supplies and your catheter.

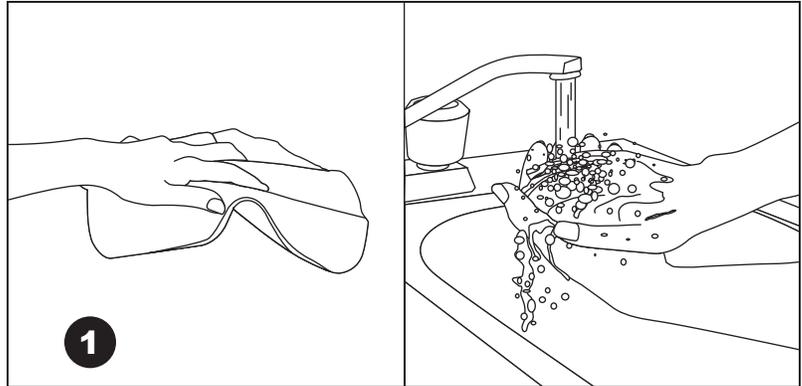
The following section will show you the proper way to store, handle and dispose of your infusion supplies. It will also show you how to prepare your work area.

Basic Introduction

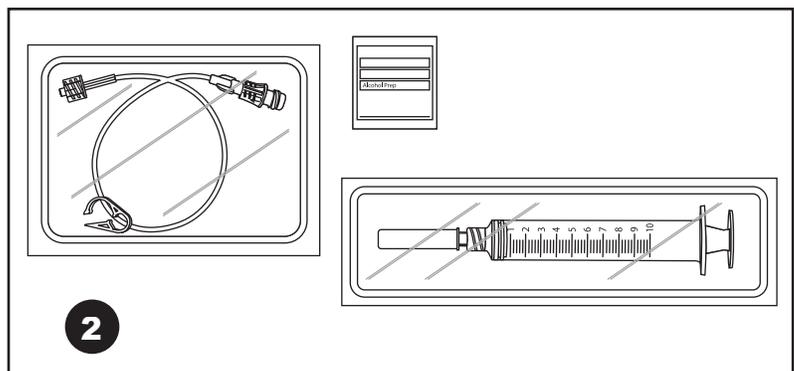
Preparing Your Home

Clean vs. Sterile

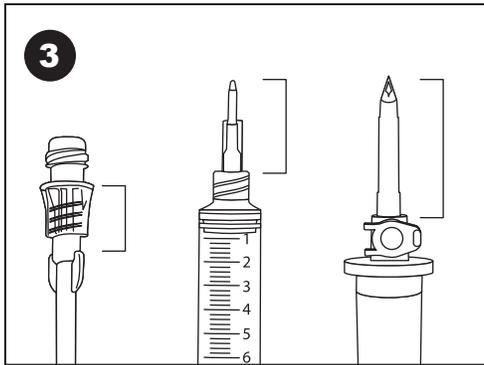
Before you begin, it is important for you to know the difference between the words “clean” and “sterile.”



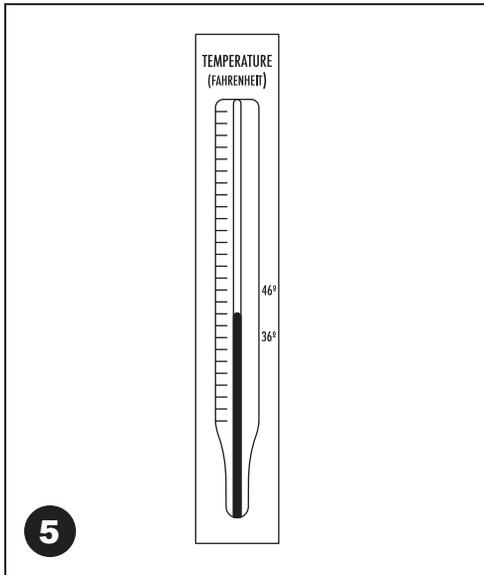
1. **Clean** refers to the fact that you have washed a particular surface with either soap and water, or with alcohol. When you clean a surface or wash your hands, you remove **most** of the germs present.



2. **Sterile** means that a surface or object (such as a cannula tip or injection port) is free of **all** germs. All of your supplies are considered to be sterile and are sealed in packages to protect against germs.

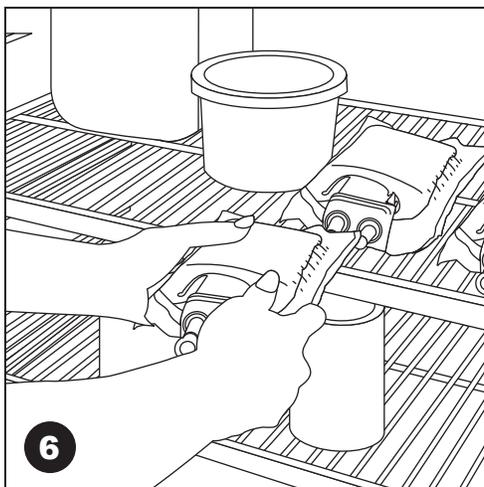


3. Sterile supplies must be handled in a special way. Although your hands are clean, you must never touch the sterile portion of any of your supplies or equipment when preparing or giving your infusion. Needles, needleless cannulas, tubing and injection ports come with protective covers which help keep them sterile during handling. Syringes also have sterile parts and you must take care not to contaminate during use. Your nurse will tell you what parts of your equipment can and cannot be touched. The nurse will also show you how to remove protective covers from some of your supplies.



4. **IMPORTANT:** If, for any reason, the sterile portion of an item becomes contaminated by contact with any clean or non-sterile surface, do not use it. Throw the contaminated item away and start over again with a new sterile item. Clean or non-sterile surfaces include your hands, clothing, the floor or other surfaces or objects that are not sterile.

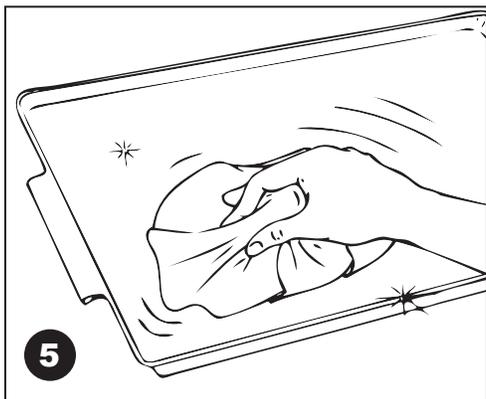
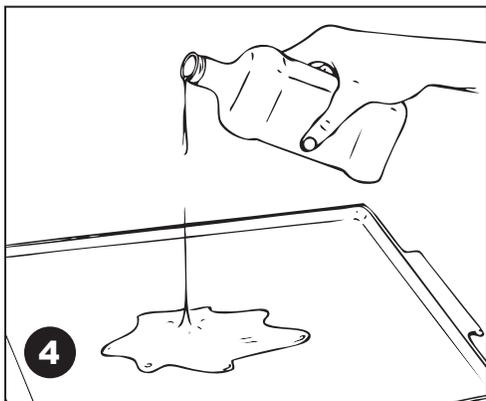
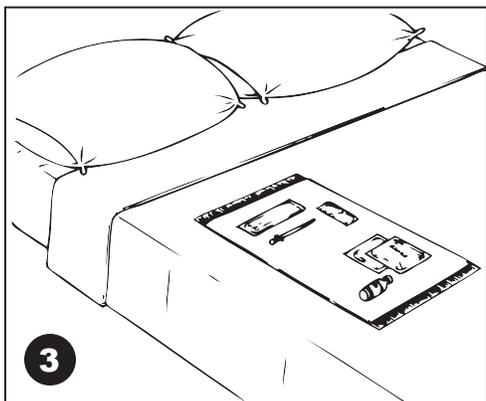
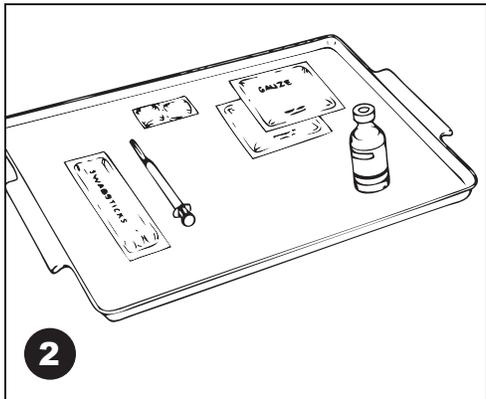
Storing and Handling Refrigerated Solutions



5. Refrigerated solutions should be stored at a temperature of between 36° F to 46° F. If solutions are stored on a lower refrigerator shelf or beneath food and/or beverages, they should be contained in a sealable plastic bag.
6. Refrigerated solution bags should be removed from the refrigerator at least 30 minutes before using. Only remove the solution bag(s) that you plan to administer immediately. Keep bag away from extreme heat and light while warming to room temperature. Bag is ready to use when it feels cool (but not cold) to the touch.

DO NOT microwave, place in boiling water or put bags in direct sunlight.

Choosing and Preparing Your Work Area

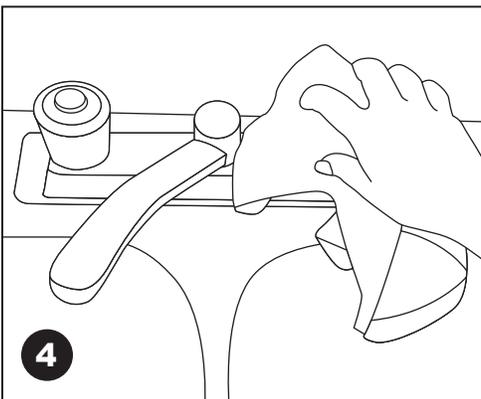
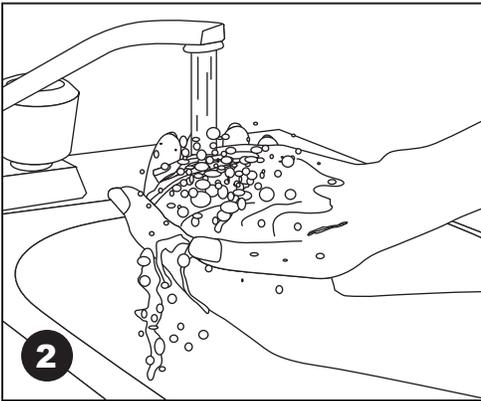
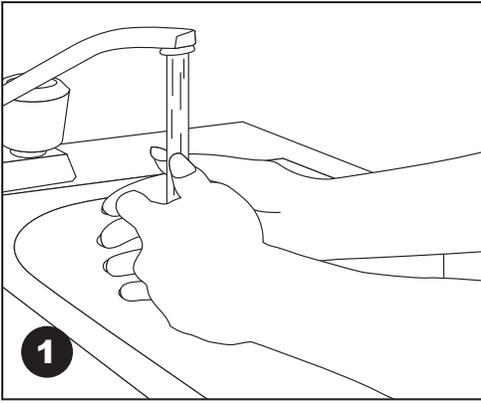


1. Select a work area that is out of the general family traffic pattern, and that is not near or in a bathroom or food preparation area. Your work area should also be free of dust, drafts and clutter.
2. Choose a work surface that can be repeatedly cleaned with alcohol — such as a table top, or a metal or plastic tray. Your nurse will help you decide on a good area. Although the kitchen table is not recommended, it may be used if scrubbed down with soap and water, and then alcohol, before each use.
3. If a good work area and surface is not available, a clean towel laid across your bed will work. Be sure to use a fresh, clean towel each time you get out your supplies.
4. Clean your work surface before each use by washing it with soap and water, and then pouring a small amount of rubbing alcohol onto it.
5. Wipe the surface dry with a clean paper towel, being careful not to touch the surface directly with your hands.
6. **NO SMOKING!**

Do not smoke while preparing your work area, handling your supplies, or during your infusion treatment. If your work area is contaminated during use, re-clean it with alcohol, following the steps outlined above.

Washing and Cleaning Your Hands

Along with cleaning your work area, washing your hands is an important first step that must be done before beginning any home infusion. ***A thorough scrubbing with soap and water is the most important thing you can do to help prevent infection.*** For best results, use a liquid soap rather than a bar soap, and follow these instructions:



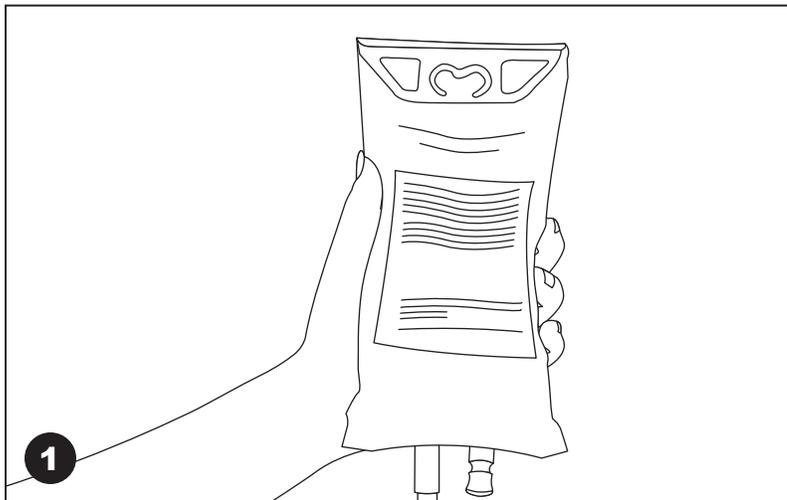
1. Turn on the sink tap and wet your hands and wrists under warm running water. Leave tap on.
2. Apply liquid soap to your hands and scrub thoroughly for at least ***one minute***. Use a nail brush if needed.
3. Rinse your hands to remove all soap and dry them with a clean paper towel.
4. After drying your hands, use the same towel to turn off the faucet. Do not touch the faucet directly with your clean hands.
5. Once your hands are clean, make sure they do not come in contact with unclean surfaces. If you cough, sneeze, smoke or pick up something from the floor, you will need to rewash your hands before continuing.

Checking and Preparing Your Supplies

To prevent contamination and infection, all of your supplies and medications will be in sealed packages. Before using any item, be sure that the item is properly sealed.

IMPORTANT: Do not use any item you suspect is contaminated when you receive it. Save any item you think is contaminated and notify Coram of this.

Bags and Solution Containers



1. Carefully inspect all bags, bottles and vials, and do not use if:
 - Leaks or cracks are present
 - Label is torn or missing
 - Protective caps are missing
 - Solution appears cloudy or has particles floating in it

EXAMPLE ONLY: YOUR LABEL MAY DIFFER.

Coram Inc.

ATLANTA GEORGIA

John Doe
DATE MIXED 11-02-07

MX=1-16-95
Rx=12
SEQ=6
ANCEF
1.6 Gm I.V.

ANCEF 1.6 Gm in 50 ml 5 % DEXTROSE INFUSE EVERY 6
HOURS OVER 30 MINUTES FLUSH WITH 100 u/ml
HEPARIN (1 ml)
KEEP IN REFRIGERATOR UNTIL USE

DO NOT USE AFTER 11-06-07
DR. JOHN SMITH

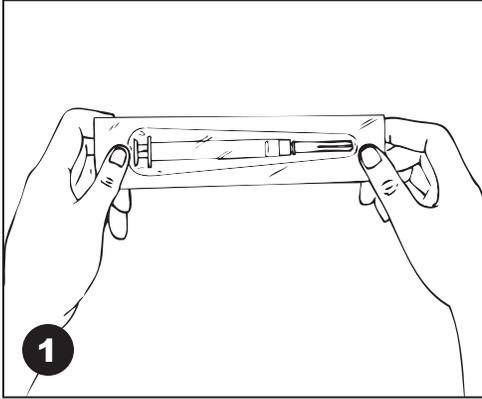
DATE & TIME
GIVEN
EX=11-06-07

RT R. PH.

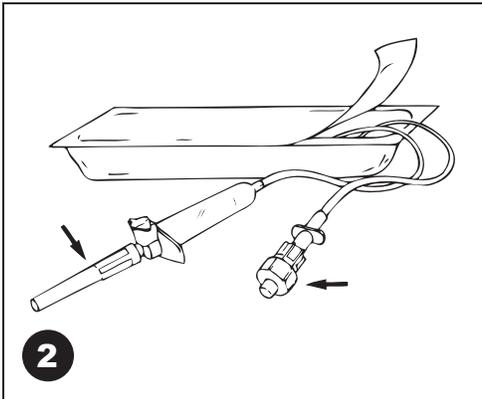
2

2. Carefully check the label on the solution bag or bottle for the following before using:
 - Your name
 - The expiration date
 - The name of the medication ordered by your doctor
 - The directions for use

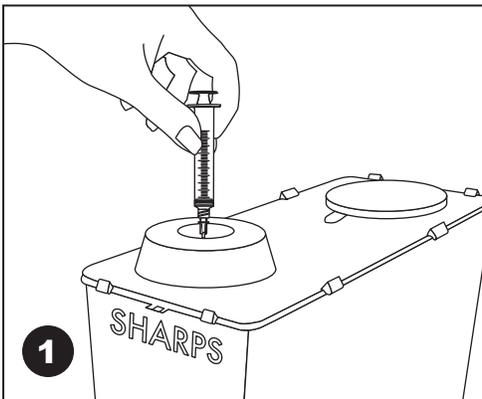
Syringes, Tubing and Other Supplies



1. Inspect all sealed plastic packages and do not use if:
 - Seal is broken
 - Package is wet or dirty
 - Package is ripped or torn



2. With clean hands, carefully open package and look at the contents. Do not use if:
 - Protective covers are missing
 - Item appears tampered with



Disposal of SHARPS

1. Promptly discard the used needle in a SHARPS container. When the SHARPS container is nearly full, place in the mail in the mail back container you have been given by Coram. If you don't have a SHARPS container, place the needle in a sturdy, nonbreakable container, and then place in your trash.
2. It is NOT necessary to put needleless items such as cannulas, syringes without needles, solution bags and tubing into a SHARPS container.