

## Administration guide

# Syringe Pump 300XL and ESP60

## Before you begin

There are important steps you must take before you begin. Please refer to your SASH Teaching Mat for more details.

1. **Clean** your work area.
2. **Wash** your hands.
3. **Gather** your supplies:
  - Medication syringe
  - Pump tubing
  - Alcohol pads
  - Pre-filled saline syringe(s)
  - Pre-filled heparin syringe(s), if ordered
  - Sterile end cap, if needed
4. **Inspect** the medication and label:
  - Correct patient name
  - Correct medication and dose
  - Medication is not expired
  - Length of infusion
  - The solution should be clear, consistent in color and free of any visible particles

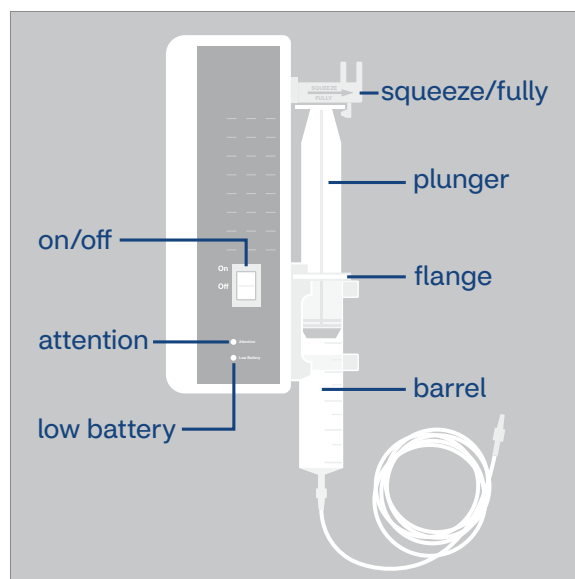
## Prepare your tubing

1. Take the administration tubing out of the plastic wrapper and unfold.
2. Twist off the medication syringe tip cover.
3. Twist off the flat cap on the end of the tubing.
4. Twist the medication syringe on the open end of the tubing until secure.
5. Carefully push the syringe plunger until you see a drop of medication form at the end of the tubing. If you are unable to push the syringe plunger, your nurse will instruct you on how to fill the tubing with fluid.

## Load medication syringe into the pump

1. **If you have a 300XL pump**, squeeze the lever fully and move the plunger driver to the top of the pump.  
**If you have an ESP60 pump**, squeeze the two black levers together and move the plunger driver to the top of the pump.
2. Open syringe holder and place syringe with the flange in the slot.
3. **If you have a 300XL pump**, squeeze the lever fully and move the plunger driver down. Clip over the top of the syringe plunger.

**If you have an ESP60 pump**, squeeze the two black levers together and move the plunger driver down until it touches the syringe plunger. The plunger driver should be flush with the end of the syringe plunger.



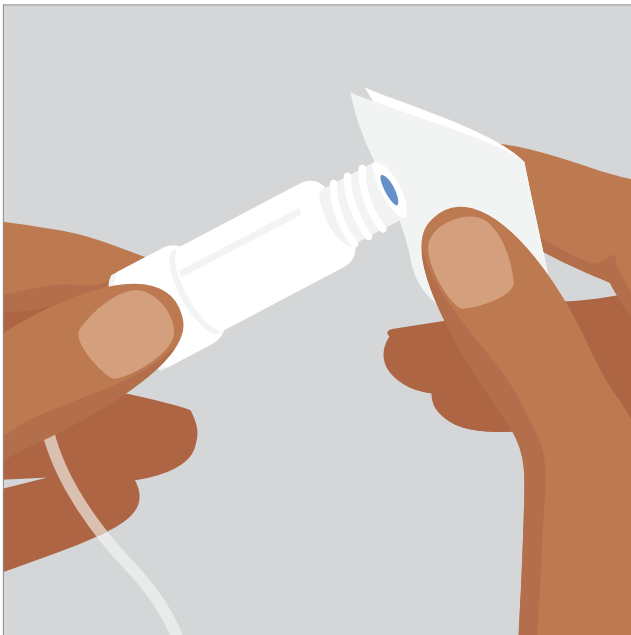
*Your pump may look different from this example.*

## Flush your catheter

Flush your catheter before administering your medication. Please refer to your SASH Teaching Mat for more details.

## Administer medication

1. Scrub the catheter injection cap with a new alcohol pad for 15 seconds. Let it air dry for five seconds. Be careful not to touch the top of the injection cap with your fingers while you are cleaning it.



2. Take the cover off of the end of the medication tubing. Connect the medication tubing by pushing and turning the end of the tubing clockwise into the injection cap until secure.

3. Open all clamps.
4. Start the infusion.  
**If you have a 300XL pump**, press the power switch to the “ON WITH ALARM” position.  
**If you have an ESP60 pump**, press the desired “START/SPEED” button. The speed of the infusion will be listed on the medication label.
5. The green light will flash.
6. Your medication will infuse in about \_\_\_\_\_ minutes/hours.
7. Turn off the pump when the infusion is complete. When the syringe is empty, an alarm sounds and the red “Attention” light blinks.
8. Close the clamp on the medication tubing. Disconnect it from the catheter injection cap. If you will be infusing more than once a day, place a sterile end cap on the end of the tubing. This will keep the end of the tubing sterile so it can be used for your next infusion.
9. Leave the syringe and attached medication tubing in the pump until the next dose.
10. You should use a new tubing every 24 hours (one tubing per day) or more often, if directed by your nurse.

## Flush your catheter

Flush your catheter after administering your medication. Please refer to your SASH Teaching Mat for more details.

## Troubleshooting

Problem	Solution
Red “Attention” alarm during infusion	<ul style="list-style-type: none"><li>• Check that all clamps are open</li><li>• Check that tubing is not kinked</li><li>• Check that syringe is loaded properly in the pump</li></ul>
Pain when infusing medication	<ul style="list-style-type: none"><li>• Check your intravenous (IV) site. If it’s red, puffy or swollen, notify your nurse</li></ul>
Blood in the IV tubing	<ul style="list-style-type: none"><li>• Check all connections and ensure they are secure</li></ul>
Low battery light	<ul style="list-style-type: none"><li>• Replace the 4 “C” batteries</li></ul>

### Want to learn more?

Watch a how-to-video on our Resource Center at [CoramHC.com](https://www.coramhc.com)

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SASH (S: Saline; A: Administration of Medication; S: Saline; H: Heparin).

This information is not a substitute for medical advice or treatment. Talk to your doctor or health care provider about this information and any health related questions you have. Coram assumes no liability whatsoever for the information provided or for any diagnosis or treatment made as a result of this information.

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