

# Instructions for IV Gravity Infusion

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Follow these steps for every infusion:

## Step One: Get ready

1. Clean the table top with soap and water, alcohol or bleach wipes. Let it air dry.
2. Wash your hands for at least 15 seconds with liquid soap and water or hand foam.
3. Gather these supplies:
  - IV pole
  - Alcohol pads
  - IV tubing with rate controller or roller clamp
  - Medicine bag(s)—Check the label for the correct **drug name, dose and discard date**. The medicine should look clear, **without** any floating specks (particles). If you see particles, use another medicine bag and tell your nurse.
  - Two (2) syringes of saline solution (0.9% sodium chloride)
  - One (1) syringe of heparin or citrate (if you were told to use this)

If you need help preparing the syringes, see the info sheet called [“Flushing the Line with Heparin, Saline or Citrate.”](#)

## Step Two: Set up the medicine bag

1. Open the package of IV tubing.  
**If you are using rate-controlled tubing:**  
The control should be set to “off.” OR  
**If you *don't* have rate-controlled tubing:** Close the roller clamp.
2. Take the cover off the port of the medicine bag. Do **not** touch inside the port. If you touch it, start over with a new bag and tell your nurse.
3. Take the cover off the spike of the IV tubing. Do **not** let the spike touch anything. If you touch it, start over with new tubing. Push the spike into the port of the medicine bag.
4. Hang the bag on an IV pole. Squeeze the drip chamber until it is about half full of medicine.
5. **If you have rate-controlled tubing:** Turn the dial to “prime” or “open.” Let the medicine run all the way to the end of the tubing. OR  
**If you *don't* have rate-controlled tubing:** Slowly open the roller clamp until the medicine reaches the end of the tubing.
6. **For rate-controlled tubing,** turn the dial to “off.” OR  
**If you *don't* have rate-controlled tubing,** close the roller clamp.

Roller clamp



Rate controller



### Step Three: Flush your IV line

1. Use a fresh alcohol pad to scrub the end cap on your IV line. Scrub for 15 seconds. Let it air dry.
2. Take the cap off a syringe of **saline solution**. Twist the syringe into the end cap of the line. If there is a clamp on the line, open it.
3. “Pulse flush” the line using a push-pause motion until the syringe is empty. Hold the end cap and twist off the syringe.

### Step Four: Connect the medicine bag to your IV line

1. Use a fresh alcohol pad to scrub the end cap on your IV line. Scrub for 15 seconds and let air dry.
2. Take the cover off the end of the tubing on the **medicine bag**. Connect the tubing to the end cap on your IV line. Push the tubing into the end cap. Twist the collar until it is tight.

### Step Five: Start the infusion

1. **If you have rate-controlled tubing:** Turn the IV dial to \_\_\_\_\_. OR  
**If you *don't* have rate-controlled tubing:** Open the roller clamp and run at \_\_\_\_\_ drops per second.

2. Make sure that fluid is dripping into the drip chamber. If fluid is **not** dripping:

- Check that all clamps are open.
- Make sure the medicine bag is **higher** than your IV line.

If the fluid still won't drip, call \_\_\_\_\_.

Once dripping starts, check the drip chamber every so often. Make sure it **keeps** dripping.

Your infusion will be done in about \_\_\_\_\_ minutes.

**If you use more than 1 medicine bag, follow these steps:**

1. When the first bag is empty:  
If you have **rate-controlled tubing**, turn the dial to “off” . OR  
If you *don't* have **rate-controlled tubing**, close the roller clamp.
2. Hold the end cap on your IV line and twist off the tubing.
3. Take the empty bag and tubing down from the IV pole.
4. Begin at Step One with the second medicine bag. Use new tubing with each medicine bag.

**Step Six: Disconnect your IV and flush the line**

1. When the infusion is done, wash your hands for at least 15 seconds with liquid soap and water or hand foam.
2. If you have **rate-controlled tubing**, turn the dial to “off”. OR  
If you *don't* have **rate-controlled tubing**, close the roller clamp.
3. Hold the end cap on your IV line and twist off the tubing. Always make sure the end cap stays attached to your IV line.
4. Use a fresh alcohol pad to scrub the end cap on your IV line. Scrub for 15 seconds and let air dry.
5. Take the cap off the other **saline** syringe. Twist the syringe into the end cap of your IV line.
6. “Pulse flush” your IV line with the saline, using a push-pause motion. Do this until the syringe is empty. **Skip Step 6 if you will use heparin or citrate.**

7. If you do *not* use **heparin or citrate**: Before removing the empty syringe, close the clamp if you have one. Then hold the end cap of your IV line and twist off the syringe. **Go to Step 8.**

**8. If you were told to use heparin or citrate:**

- Remove the empty saline syringe.
- Scrub the end cap on your IV line for 15 seconds with a fresh alcohol pad and let it air dry.
- Twist the syringe of heparin or citrate into the end of your IV line.
- “Pulse flush” your IV line with the syringe of heparin or citrate.
- Before you remove the empty syringe, close the clamp if you have one. Then hold the end cap and twist off the syringe.

9. Throw your used supplies into the household trash, unless we tell you not to.

**Getting ready for your next infusion**

When you get new medicine, check to see if you need to keep it in the refrigerator. If you do, you may take the next dose out 4 to 6 hours before you plan to infuse. This will let it warm up before you use it. Go ahead and do this unless your nurse tells you otherwise.

**Don't** heat your medicine in the microwave oven, direct sunlight, hot water or any other heat source. Heating can damage the device or the drug. If that happens, they may not work the way they should.

If you forget to take your medicine out of the fridge, it's still OK to infuse. **Don't** change your scheduled dosing times.

If you have any problems please call

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**Always remember to:**

1. Wash your hands before touching supplies.
2. “Scrub the hub”—Clean the end cap on your IV line for 15 seconds and let it dry before connecting to it.
3. Use a new medicine bag or tubing if you touch the open ends.