

Baxter

OPAT

ASEPTIC COMPOUNDING SERVICE

OPAT

SELF-ADMINISTRATION
GUIDE



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SECTION 1:

Your guide to self-administration at home

The OPAT service allows patients like you to be treated at home in a comfortable and familiar setting using a simple method of infusion with a disposable and portable pump.

Being able to self-administer your medication gives you more freedom and flexibility to go about your daily routine. This means that you don't have to make daily visits to hospital or wait around at home for nurse visits.

Although at first it may look complicated, infusing at home is a very simple process and we are here to help you every step of the way.

By using a process called ANTT (an aseptic non-touch technique) you will minimise the risk of contaminating your Vascular access device, helping to keep it free of infection. ANTT uses a simple step-by-step approach that you can use in your home. It's really important that each step of ANTT is followed carefully. ANTT is based on important precautions, like hand washing, and learning what parts of the equipment you can touch and what parts you must not touch.



There are a few especially important parts of your equipment that you must not touch. These are called key parts.

Key parts come into contact with your vascular access device or other important parts of your equipment or medication, so are the most likely to transfer any potential infection.



Before going home from hospital, you'll have a vascular access device inserted usually in your arm but sometimes into other areas.

Patients who have chosen to self-administer their medication will also have an extension fitted to their vascular access device to make sure the infusion process is comfortable.



PLEASE NOTE:

- You can still have a bath or shower, but must not submerge your line or device.
- If you notice any redness or anything unusual around the vascular access device entry site on your arm, please contact your OPAT team.
- Your OPAT team will tell you how to store your medication. This may be at either room temperature or in the fridge, depending on the medication you've been prescribed.
- Administering your own medication at home is a simple process, but don't worry if you have any questions. This is completely normal.



If you are unsure about any of the information provided, please contact your OPAT team, who'll be happy to help, making sure your home infusion experience is as smooth as possible.

SECTION 2: Hand-washing guide

Although we can't see them, our hands are covered in millions of tiny bacteria that could be potentially harmful to your health if they get inside your body. Washing your hands effectively using the handwashing guidelines you have been taught by your healthcare provider is one of the easiest but most important steps you can take to reduce the risk of infection.



STEP 1



Wet your hands with running water

- Use enough soap to cover the whole surface of your hand.

STEP 2



Rub your hands palm to palm in a circular motion.

- Place your right palm over the top of your left hand and interlace the fingers, making sure you wash in between your fingers thoroughly. Do the same with your left palm over the top of your right hand.
- Place your hands palm to palm with your fingers interlaced again. Bring the backs of your fingers to the opposing palms with your fingers locked together.

STEP 3



Wash your thumbs, place each one clasped in the opposite palm and rotate, rubbing firmly.

STEP 4



Clasp your right-hand fingers and place in your left palm. Rotate your fingers and also go backwards and forwards. Repeat with your left-hand fingers and your right palm.

Repeat steps 2-4 for two minutes before moving on



STEP 5



Rinse your hands thoroughly with running water.

STEP 6



Dry your hands fully with a single-use paper towel. This is to make sure you don't pick up any potential bugs or bacteria on something that has been used before.

STEP 7



Use the same paper towel to turn off the tap and throw it into the bin without touching anything else.

STEP 8

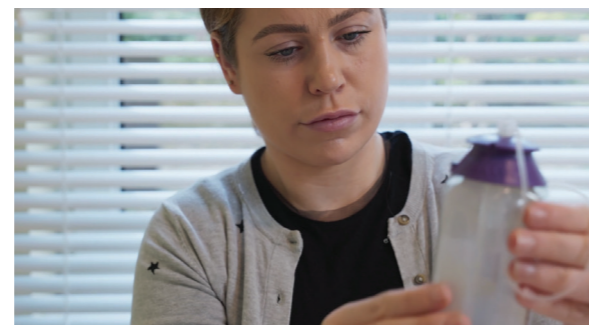


Apply the alcohol-based hand rub using the step-by-step approach above.

SECTION 3: Connecting an infusion



Always carry out a social handwash before starting the procedure. Once your infusion is at room temperature you are ready to begin your infusion.



Gather together all your required equipment, and...

- ✓ Check that your name and the name and dose of your medication are correct on the label
- ✓ Check that the medication has not gone past its expiry date
- ✓ Check that the device is intact and there is no damage or leakage. If anything else is incorrect or the medication does not look clear or contains particles do not use.
- ✓ Check the flushes in the same way

1



Wash your hands thoroughly using the technique you have been shown by your nurse trainer and apply alcohol gel rub.

2



Use the wipes to clean the surface of your work area, or the blue tray if you have one, dry with a clean paper towel. Wipe the surface or tray again using the disinfecting wipe and allow to dry for at least 30 seconds.

3



If using a dressing pack open this now and take out the dressing towel. Otherwise just open the dressing towel onto the cleaned work surface or blue tray touching the corners only.

4



Re-apply the alcohol gel rub to your hands.

5



Remove your device(s) and flush(es) from their packaging and place them onto your work area.

6



Remove any air from saline flushes by taking off the white cap and pushing the saline up to the top of the syringe.

Replace the (white) cap until you are ready to attach the syringe to your IV line. Repeat this step with all the flushes on your work area taking care not to touch any key parts.

7



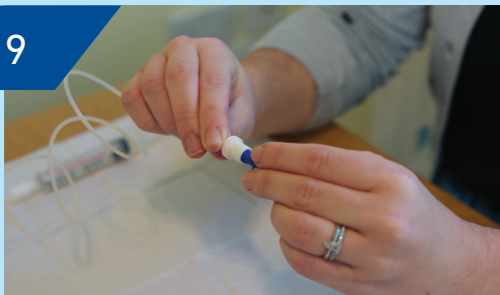
Prime your device by removing the blue winged Luer lock cap from the end of the delivery tubing, again taking care not to touch any key parts.

8



Open the slide clamp if there is one and wait to see a small bubble of fluid appear, this ensures the device is working and the line is primed of air.

9



Replace the blue winged Luer lock cap and close the slide clamp if there is one until you are attaching the device to your IV line, taking care not to touch any key parts.



Apply alcohol gel rub to your hands.

This is the time where, if you have been instructed to do so by your hospital or clinical specialist, to put on the gloves.

10



Open an alcohol swab and clean the tip of the connector on the end of your IV line, using a scrubbing motion. Allow to dry for 30 seconds.

11



- Remove the white protective cap from the saline syringe
- Attach the syringe to your line by pushing the tip of the syringe into the connector on the end of your line and then firmly twisting clockwise
- Take care not to touch any key parts
- Open the line clamp and flush your line with the saline syringe, using the 'slow push pause' technique

12



- Remove the blue winged Luer cap from the device delivery tubing and disconnect the syringe, while holding your IV line, attach your device to the connector by pushing in and then twisting clockwise, taking care not to touch any key parts
- Ensure that it is secure before opening the clamp on the device tubing and any clamps on your line. When all clamps are open, your device will start to deliver your medication
- Keep the blue Luer cap to use after disconnection



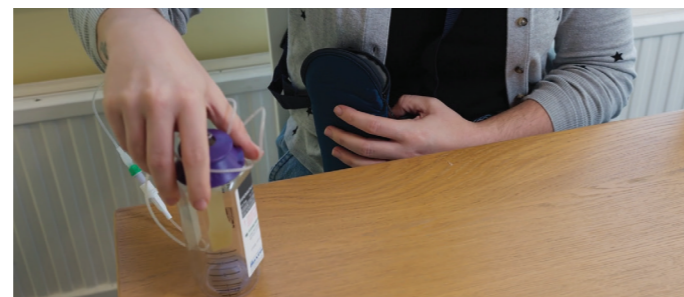
Clear away rubbish and wash your hands or apply alcohol gel rub at the end of the procedure.

SECTION 4: Disconnecting an infusion



**Always carry out
a social handwash
before starting
the procedure.**

When your device is empty, you will need to disconnect your device delivery tubing from your IV line. Your nurse trainer has shown you how to confirm your device is empty.



Before starting, you will need to:

- ✓ Gather your equipment
- ✓ Take your device out of the carrying pouch if using one
- ✓ Check the expiry date on any flushes

1



Wash your hands thoroughly using the technique you have been shown by your nurse trainer and apply alcohol gel rub.

2



- Use the wipes to clean the surface of your work area or tray as you did for connection, dry with a clean paper towel
- Wipe the surface or tray again using the disinfecting wipe and allow to dry for at least 30 seconds

3



If using a dressing pack open this now and take out the dressing towel. Otherwise just open the dressing towel onto the cleaned work surface or blue tray touching the corners only.

4



Re-apply the alcohol gel rub to your hands.

5



Remove your flush(es) from their packaging and place them onto your work area.

6



- Remove any air from the saline flush by taking off the white cap and pushing the saline up to the top of the syringe
- Replace the cap until you are ready to attach the syringe to your IV line
- Repeat this step with all the flushes on your work area taking care not to touch any key parts
- Close any clamps on your line and the slide clamp on the device if there is one



Apply alcohol gel rub to your hands.

Put on gloves at this point only if instructed to do so by your hospital or clinical specialist.

7



Open an alcohol swab and disconnect the device from the connector, clean the tip of the connector on the end of your IV line, using a scrubbing motion. Add allow 30 seconds to dry.

8



- Flush your line with the saline syringe, using the slow push pause technique and following the guidelines that your nurse trainer has explained to you. Take care not to touch any key parts
- Replace the blue winged Luer lock cap and dispose of your infuser in the treatment waste bin provided

Wash your hands or apply alcohol rub when the procedure is complete and clear away other rubbish.

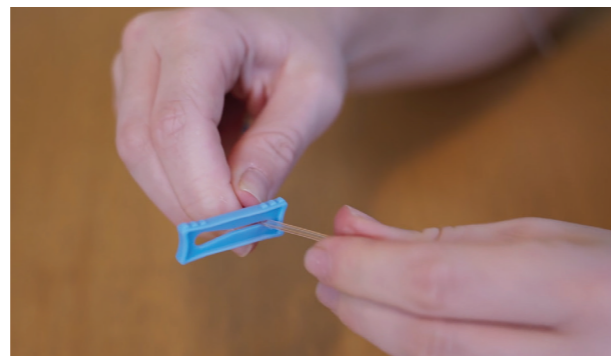




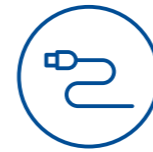
SECTION 5: Further guidance

To make sure your infusion is as risk-free and comfortable as possible, please follow the information provided in this short guide.

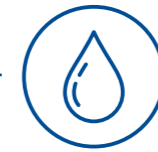
In the unlikely event that your infusor begins leaking, immediately clamp your vascular access device and infusion pump if this also has a clamp.



You should then disconnect the infusor and contact your OPAT team for further assistance.



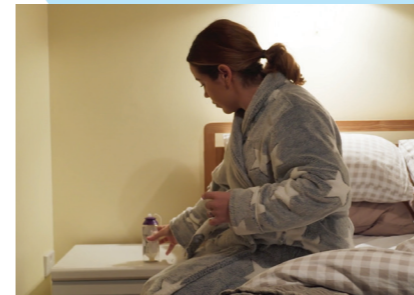
Double check that your vascular access device/line isn't clamped or kinked anywhere



Your infusor can get wet, but it should not be submerged in water



It's important that you inform your OPAT team of any issue experienced with your infusor



Your infusor should remain at the same height as the entry of your vascular access device, so do not place it on the floor or hang it above your head if you are lying down or sleeping.

Many patients find a comfortable place to put the infusor whilst they're sleeping is on the bedside table.

PLEASE NOTE:

- It is normal to see a small amount of liquid left within the infusor and line after you've finished your infusion
- You may be provided with carrying cases that can be worn around your waist or chest for easy movement
- Make sure your infusion pump is away from direct sunlight and high temperatures
- It is possible to travel and fly with your infusor, but it must fly with you in the pressurised cabin. However, there may be other reasons not to fly related to your medical condition. **Please check any potential travel plans with your OPAT team**



NOTES



Visit our patient website to find out more information and watch the videos relating to this booklet.

Adverse Events and any drug or medical device product quality complaints (including suspected defective medicines or medical device adverse incidents) should be reported. For the UK reporting forms and information can be found at www.mhra.gov.uk/yellowcard. For Ireland report to the Health Products Regulatory Authority (HPRA) using a Yellow Card obtained from the HPRA, via the online system (www.hpra.ie) or by telephone on +353 (0)1-6764971.

Adverse Events relating to Baxter products can also be reported direct to Baxter Pharmacovigilance on +44 (0)1635 206360, or by email to vigilanceuk@baxter.com

Drug or medical device product quality complaints relating to Baxter products can be reported directly to Baxter Healthcare Ltd: In the UK +44 (0)1604 704603, or by email to UK_SHS_QA_Complaints@baxter.com. In Ireland on +353 (0)1 2065500 or by email to shs_complaints_dublin@baxter.com.

Alternatively please report directly to your Baxter Representative, who will take the details and forward to the Baxter Country Quality Assurance Team.

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