

Guidelines for completion of the McKinley T34 Subcutaneous Infusion Prescription and Preparation/Monitoring Record Sheet

Important : use one chart per pump
[All drugs for inpatients must also be prescribed on a drug kardex]

Patient's details (page 1)

1. Enter infusion number.
2. Enter the patients name and CHI number.
3. Enter any known allergies/sensitivities.

Prescribing a subcutaneous infusion (page 1 & 2)

1. In box (a) enter the date and time.
2. In box (b) enter the name of the drug(s). Number the drugs as shown below.
3. In box (c) enter the dose **per 24 hours** for each drug.
4. Box (d) is included to ensure that the diluent (water or saline) has been authorised by a prescriber. It is not necessary to specify here which diluent is to be used however a full signature must be provided. The person(s) setting up the infusion will tick the diluent used. The compatibility of the drug combination must be checked and the box ticked if stable.
5. The prescriber must provide a full signature in box (e).

Date/ Time (a)	Drug(s) (b)	24 hour dose (for each drug) (c)	Diluent (please tick and sign) (d)	Prescribed by (full signature for each drug) (e)	Date stopped (f)	Stopped by (g)
	1. _____ 2. _____ 3. _____	_____ _____ _____	<input type="checkbox"/> Water for injection <input type="checkbox"/> Sodium Chloride 0.9 % <input type="checkbox"/> Compatibility Checked	_____ _____ _____		

6. To discontinue an infusion the whole prescription box is scored through as shown below.
[note: for inpatients all discontinued infusions must also be discontinued on the patients kardex]
7. Enter the date of discontinuation in box (f).
8. The doctor discontinuing the infusion must sign box (g).

Date/ Time (a)	Drug(s) (b)	24 hour dose (for each drug) (c)	Diluent (please tick and sign) (d)	Prescribed by (full signature for each drug) (e)	Date stopped (f)	Stopped by (g)
	1. _____ 2. _____ 3. _____	_____ _____ _____	<input type="checkbox"/> Water for injection <input type="checkbox"/> Sodium Chloride 0.9 % <input type="checkbox"/> Compatibility Checked	_____ _____ _____		

9. To prescribe a new infusion for the patient follow steps 3 to 5 in the subsequent prescription box.

Record of preparation and monitoring

Set up

10. Enter the pump serial number at the top of the page
11. Enter date and time of preparation / set-up.
12. Enter the flow rate of the infusion
13. Enter time remaining on starting the infusion (*N.B. should state 23:59 for a 24hr infusion*)
14. Enter the battery life percentage.
15. Enter the details of the diluent used: name and batch number.
16. Enter the drug name and batch number.
N.B. batch numbers do not need to be recorded on the syringe label as they are recorded on the chart.
17. Enter the site used.
18. The staff involved with the set up of the infusion and pump must sign the record of administration.
There may be one or two signatures depending on local policy.

DAILY SET UP	Date / time of preparation / set-up	Flow rate in ml / hr	MONITORING	Time (4 hrly checks for in-patients)					
	Time Remaining on starting infusion:	Battery life percentage:		Site Appearance					
	Diluent: Batch No.:	Site Used		Syringe appearance e.g. "clear"					
	Drug name and batch number(s): 1) _____ 2) _____ 3) _____			Flow rate setting (N.B. do not alter)					
	Total volume:			Volume to be Infused (VTBI)					
	Signature(s)			Volume Infused (VI)					
				Battery check (light flashing)					
				Initial					
<i>If infusion is discarded note volume remaining and sign.</i>				Volume Disposed:	Date and Time:	Sign:			

Monitoring

19. For in-patients, the operation of the pump should be checked within 1 hr of setup then every 4 hours. Enter the time of the check.
20. For patients in the community the operation of the pump should be checked just before leaving the patient's house then at each nurse visit. Enter the time of the check.
21. Check the site appearance and comment. If the infusion needs to be re-sited, mark "resited" and state new site (*make a note in the margin*).
22. Check the syringe appearance and comment. *N.B. If the solution has precipitated, discontinue the infusion. Record the reason for discontinuation. Seek advice re compatibility.*
23. Confirm the flow rate setting. *N.B. This must not be altered.*
24. Without removing the syringe, check and enter the total volume infused and the total volume remaining using the info key.
25. Tick if the light is still flashing (this is an adequate check of the battery status).
26. Initial the bottom of the column when the check is completed.
27. If the contents of any part-used syringe have to be discarded before the infusion has been completed, document the disposal in the box including the date and time of disposal and sign.