

# Subcutaneous Immunoglobulin

**Follow these instructions and those found in your subcutaneous infusion guidebook with every infusion.**

1. Prepare a clean work area: wipe the surface with a disinfecting wipe or soapy water
2. Wash your hands well using a liquid soap for at least 20 seconds. Be sure to wash all parts of your hands including the top and bottom, between fingers, and under fingernails. **Use a paper towel to dry your hands.** You may use an alcohol-based hand sanitizer if your hands are not visibly dirty.
3. Gather supplies and place them on your clean work area or on your clean instruction mat:
  - Medication - check the medication label to make sure the following are correct:
    - ✓ Patient name and date of birth
    - ✓ Medication name, dose, and expiration date
    - ✓ How often the medication is given
    - ✓ Hold the medicine up to the light and make sure it hasn't changed color and that it doesn't have any particles floating in it. **If you see that the medication has changed color or has particles, Do Not Use the Medication and call Home+ Home Infusion at (605) 755-1150.**
  - Starter kit: instruction mat, infusion guidebook, etc.
  - EpiPen®
  - FREEDOM60® syringe pump and case
  - Flow rate tubing
  - Needle set tubing(s)
  - Vented spike(s)
  - Large syringe(s)
  - Alcohol pads
  - Gloves (optional)
  - Sharp's container
  - Band-Aids®
  - 2x2 gauze (optional)
  - Sterile caps (optional)
  - Tape (optional)
  - Journal or phone app (clean phone with alcohol wipes)
4. Turn the wind-up knob on the pump until the black tab is located at the end of its track at the top of the clear syringe shield. Make sure the ON/OFF dial is in the OFF position.
5. Wash your hands again and put on gloves.
6. Open tubing packages and place them on the mat or clean work surface.
7. Remove the cap from each vial and scrub each top with a new alcohol wipe.
8. Insert a vented spike into each vial.
9. Remove the large syringe(s) from the package and loosen the plunger as directed.

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10. Draw up the medication into the syringe(s) as directed by your nurse and the education booklet. There is no need to add air to the vials when using vented spikes.
11. Remove the cap from the blue round disk on the flow rate tubing. Attach the tubing to the syringe tip by turning it to the right (clockwise) until it is tight. Be careful not to touch the sterile syringe tip or the sterile end of the tubing with your gloves.
12. Slightly loosen the cap on the end of the flow rate tubing (without removing it) and push the plunger to fill the tubing with the medicine.
13. Carefully remove the cap from the end of the flow rate tubing and remove the cap from the non-needle end of the needle set tubing. Attach these two ends together until tight.
14. Clamp the tubing to each needle, except one, leaving it open to be primed.
15. Prime the tubing with the medication by pushing the syringe plunger slowly.
16. Stop pushing the plunger when the medication is about two inches before the needle. Close the clamp where the medication in the tubing ends. This is called “dry priming” and helps to prevent redness and swelling on the skin.
17. Open the clamp on the next needle tubing. Repeat steps 14 - 16 until the tubing to each needle has been dry primed with the medication.
18. Slide the syringe into the syringe pump. The numbers and lines on the syringe should face up so that you can easily see them. The tip of the syringe with the tubing disk attached fits into the pump’s “nose.”
19. Scrub the skin site with an alcohol wipe, let it air dry, do not touch the site.
20. Pick up the needle, remove the rubber band and fold the wings back. Remove the needle cover.
21. Pinch at least one inch of skin at the site and insert the needle as directed. Cover the needle wings with an adhesive dressing or tape. Each insertion site should be at least 4 inches apart from one another and 2 inches from the belly button.
22. Repeat for each skin site using a new alcohol wipe until all needles are inserted and secured.
23. **Unclamp the tubing** and turn the pump “ON” to begin the infusion. Remove gloves.
24. Record the infusion details in your journal or on the phone app and periodically observe infusion sites. Review EpiPen® information as needed.
25. If you need to change syringes, turn the pump off. Turn the wind-up knob several times and **clamp the tubing**. Attach tubing to the new syringe. Turn the wind-up knob until the black tab is located at the end of its track at the top of the clear syringe shield. Insert syringe into the pump. **Unclamp the tubing**. Start the pump.

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26. When the infusion is complete, turn the pump “OFF.” Turn the wind-up knob until the black tab is located at the end of its track at the top of the clear syringe shield.
27. Wash your hands. Put on gloves (optional).
28. Remove the needle(s) and pinch the wings closed to form a protective cover. Place a 2x2 gauze and/or Band-Aid® on your skin site(s).
29. **Dispose of all tubing, medication vials, and syringes per the nurse’s instructions.**
30. Clean the pump using a damp cloth with warm soapy water, several alcohol wipes or a disinfecting wipe. Let dry and place the pump in the pump case.
31. Clean your work surface and mat with a disinfecting wipe or warm soapy water.
32. Complete documentation by recording any skin site reactions, how you are feeling, etc.

**Monument Health Home+ Home Infusion  
(605) 755-1150**