

GUIDELINE FOR: Infusion Record

PROCEDURE:

ACTION

POINTS OF EMPHASIS

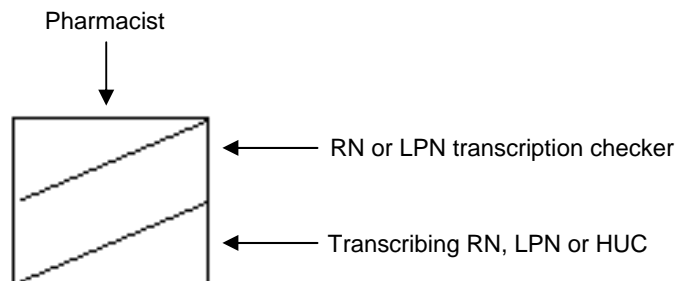
1. The Infusion Record will be stamped with the patient's addressograph card.
2. The patient's name will be stamped in the upper right hand corner.
3. The ALLERGY section is located on the lower right corner. Allergies will be transcribed onto the Infusion record and verified by the RN/LPN.
4. The SIGNATURE column is at the bottom left hand portion of the Infusion Record. Any professional who is transcribing, verifying or administering fluids must enter their initials and full signature in this column.

a. INFUSIONS RECORD

- 1) The first column on the left hand side of the Infusion Record has a column of squares divided into 3 sections. The bottom section is for the initials of the RN, LPN or HUC, who transcribed the continuous infusion order.

The RN or LPN performing the transcription check for that infusion will place his/her initials in the middle portion of that square.

The Pharmacist checking the transcription of the continuous infusion order will place his/her initials in the upper left hand portion of the square.



- 2) The ORDER column is the second column from the left. The person transcribing the order will record the date that the infusion was originally ordered.
- 3) The RE-ORDER column is the third column from the left. This column is left blank until the infusion is re-ordered. The date that the medication is re-ordered will then be entered in this box.

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- 4) The STOP column is the fourth column from the left. This square is split in half. The top half is used for entering stop dates of original order of infusions. The lower half is used to enter a new stop date if the infusion is reordered within seven days.
- 5) The fifth column from the left is titled CONTINUOUS INFUSION FLUID TYPE VOLUME. This section contains fluid type, volume and any additives mixed.
- 5) Fluid may be IVF, tube feeds, CBI and dialysate.
- 6) The sixth column from the left is for the ROUTE of administration.
- 6) The route may be IV, NGT, CBI, GT, CNG, etc.
- 7) The next seven columns have the word "DATE" printed in each of those columns. Seven consecutive dates are entered at the time of admission.
- 8) The boxes in each date column are used for the documentation of time administered and the initials of the person administering the fluid.
- 9) Discontinued infusions will be highlighted out. The name of the infusion and the time table will be highlighted.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 1/92

REVISION DATES: 9/94, 9/97, 2/00, 11/03, 3/09