

# INFUSION PUMPS CHECK LIST

## When?

## Ask yourself

### Before use

- Do I know what this pump does?
- Do I know how to use it?
- Are the leads, administration sets, bags, cassettes or syringes in good working order and properly assembled/loaded?
- Have I checked the relevant functional and calibration checks and noted the results?

### Before pressing “start”

- Is the displayed rate and volume to be infused correct?
- Is the displayed syringe size and type the same as the one being used?
- Are drops already flowing in the burette?

### During the infusion at specified intervals

- Does the position of the syringe plunger or level of fluid in the bag correspond with the delivered volume displayed on the pump?
- Have I recorded the observation and time?
- Have I checked the infusion site?
- Do I need to take any action?

### When an infusion system malfunctions

- Have I **stopped the infusion** - and made sure that all clamps on the giving sets are closed?
- Do I need to obtain help?
- Do I know where to get it?
- Does the pump need removing from use?
- Have I recorded the problem and action?
- Do I know what to do if the incident is serious?

### After use

- Has the pump been cleaned?
- Have the single use devices and other accessories that cannot be reused been disposed of safely?

### When sending an infusion system to be repaired or serviced

- Have all leads and accessories needed to operate the device been sent with it?
- Has a full account as possible of any problems and faults been sent with it?
- Has it been decontaminated and the decontamination certificate been completed?

### When an infusion device has undergone service or repair

- Have the protocols and set up programs been checked? (They may have been altered during servicing)

### What to do when a serious adverse incident has occurred

- First take steps necessary for the well being of the patient and/or staff, then;
- Avoid altering settings and removing administration sets.
- Leave any fluids in the infusion system.
- Note details of all medical equipment attached to the patient, device type, make, model and serial numbers.
- Retain packaging for details of consumables.
- Note setting of controls and limits of alarms.
- Note the volume of contents remaining in the set or syringe.
- With the assistance of the Electro-Medical Equipment Department or your Estates Department if necessary, record the contents of computer memory logs of the pump - if it has one.
- If possible contact NIAIC before moving or dismantling the equipment.



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