 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04-S02
	Effective Date:	04-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Department
	Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

### **PURPOSE:**

To outline steps in starting intravenous fluids and caring for patients with intravenous fluids.

### **SCOPE:**

Applies to all Nursing Service Division (Department/Section/Unit) Staff, Medical Doctors, and Pharmacist of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**


Staff Nurse, Medical Doctors, Pharmacist

### **GENERAL GUIDELINES:**

1. All intravenous fluid administration shall require a doctor's order.
2. Asepsis and infection control guidelines shall be followed at all times.
3. Policy on changing of IV site and IV tubings shall be followed
4. Policy on 2 patient identifiers shall be practiced.

### **PROCEDURE:**


- 1 Nurse in charge checks doctor's order prior to administration of IV fluids.
- 2 Nurse in charge informs and explains the procedure to the client for better cooperation.
- 3 Nurse in charge performs hand washing technique
- 4 Nurse in charge prepares the necessary materials to be used:
  - 4.1 IV tray
  - 4.2 Tourniquet
  - 4.3 IV Fluid
  - 4.4 IV Tubing
  - 4.5 Alcohol swab
  - 4.6 Gloves

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P04-S02
	Effective Date:	04-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Nursing Service Department
	Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

- 4.7 Splint (optional)
- 4.8 Micropore
- 4.9 IV label
- 4.10 IV cannulas
  - 4.10.1 g.18 – for surgical patients / blood transfusion
  - 4.10.2 g.20 – for adults
  - 4.10.3 g.22 – pedia patients
  - 4.10.4 g.24 & 26 – for newborns and infants
- 5 Nurse in charge labels and calibrates IV fluid.
  - 5.1 Intravenous incorporations should be labeled
  - 5.2 Piggy backs
    - 5.2.1 Side drip intravenous fluids should be numbered consecutively and accordingly from mainline IV fluids.  
( Example – PB<sub>1</sub>, PB<sub>2</sub>, PB<sub>3</sub>, etc. )
    - 5.2.2 In cases where there are more than one side drip or piggy back, labeling should be done as follows:  
PB<sup>A</sup><sub>1</sub> and then numbered consecutively for the first PB  
PB<sup>B</sup><sub>1</sub> and then numbered consecutively for the second PB and so on.
- 6 Nurse in charge labels IV tubings as to due date
- 7 Nurse in charge documents procedure
  - 7.1 In cases where IV fluids are ordered discontinued and later re-started, consider it as another set thus designated as Set B with follow ups numbered consecutively.
- 8 Nurse in charge assesses patient's IV fluids every two hours for patency and correct infusion rate and volume.
- 9 Nurse in charge discontinues IV fluids if ordered by the physcian and documents properly.  
(Example: 1/1/09 12pm – IVF # \_\_\_\_ terminated without any ill effect)  
*Date, time, IVF #, IVF name*



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04-S02
	Effective Date:	04-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Nursing Service Department
	Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse	<i>Gmbd.</i>	4/22/22
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development	<i>[Signature]</i>	22 APR 2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations	<i>[Signature]</i>	4/26/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse	<i>[Signature]</i>	4/26/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer	<i>[Signature]</i>	4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer	<i>[Signature]</i>	6/2/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer	<i>[Signature]</i>	6.6.22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	6/15/22



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-P04-WI02
Effective Date:	04-30-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Nursing Service Department
Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

KEY TASKS	PERSON RESPONSIBLE
1. Verifies, carries out and implements doctor's order. 2. Documents procedure done in the patient's medical record.	Staff Nurses
1. Prescribes the fluids needed for treatment and management of the patient. 2. Orders to discontinue fluid treatment.	Medical Doctors
1. Dispenses fluid ordered and other materials needed.	Pharmacist



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-P04-WI02
Effective Date:	04-30-2022
Document Type:	Work Instruction
Page Number:	2 of 2
Department/Section:	Nursing Service Department
Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

### APPROVAL:

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse	<i>[Signature]</i>	4/22/22
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development	<i>[Signature]</i>	22 APR 2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations	<i>[Signature]</i>	4/26/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse	<i>[Signature]</i>	4/26/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer	<i>[Signature]</i>	4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer	<i>[Signature]</i>	6/6/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer	<i>[Signature]</i>	6.6.22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	6/15/22



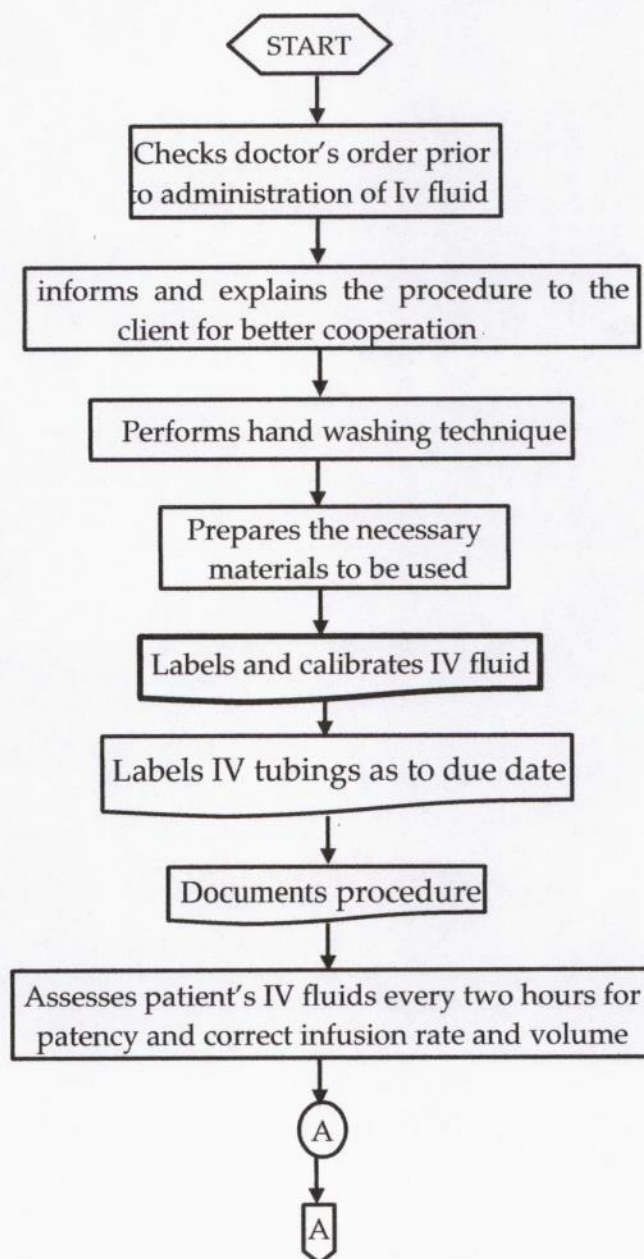


DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-P04-FC02
Effective Date:	04-30-2022
Document Type:	Flowchart
Page Number:	1 of 3
Department/Section:	Nursing Service Department
Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

## FLOWCHART

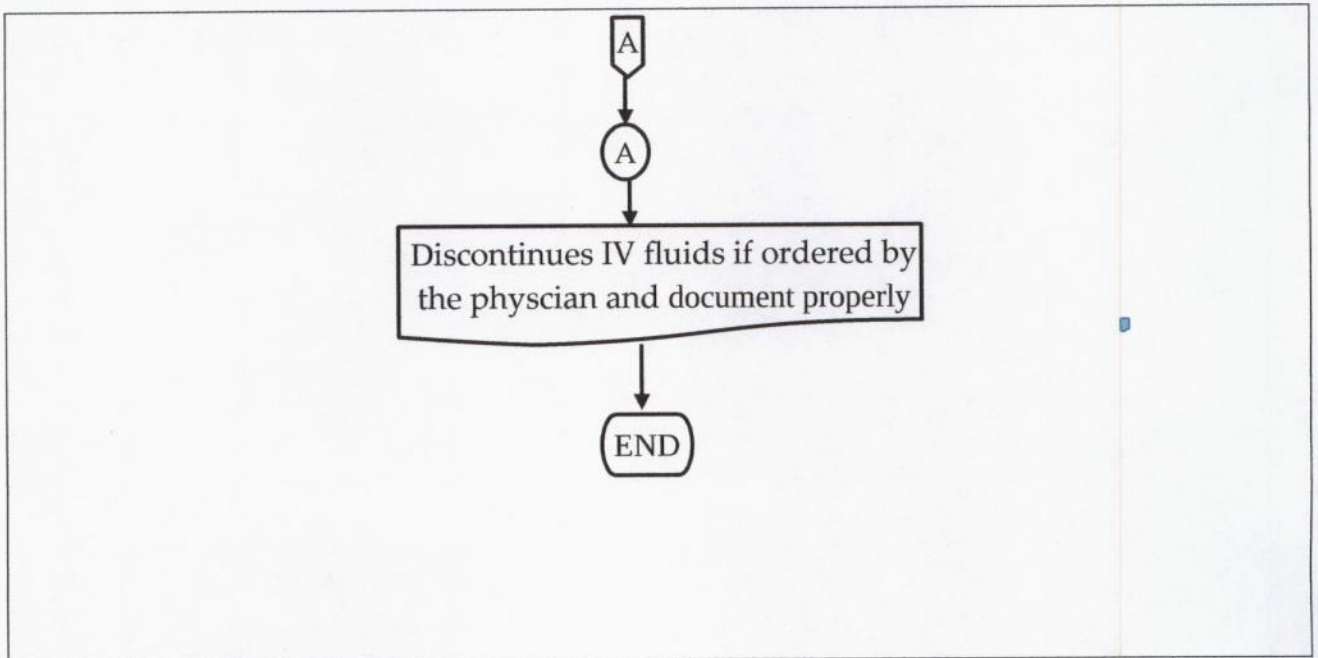





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL


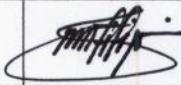



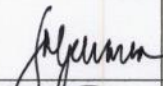

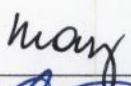

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-P04-FC02
Effective Date:	04-30-2022
Document Type:	Flowchart
Page Number:	2 of 3
Department/Section:	Nursing Service Department
Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04-FC02
	Effective Date:	04-30-2022
	Document Type:	Flowchart
	Page Number:	3 of 3
	Department/Section:	Nursing Service Department
	Document Title:	<b>ADMINISTRATION OF INTRAVENOUS FLUIDS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		4/22/22
Verified by:	<b>RICHARD S. MONTILIAO, RN</b> OIC Policy Development		22 APR 2022
	<b>SHALAIN SOCORO L. DURAN, RN</b> Nurse Manager for Operations		4/26/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse		4/26/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer		4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		5/2/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6.6.22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22