

## A patient guide for administration of subcutaneous immunoglobulin replacement therapy- using a pump:

### Step 1: Preparing your infusion equipment

- Gather all equipment you need;

Equipment list:	
Mat	Cotton wool
Sharps box	Alcohol wipe
Immunoglobulin vial(s)	Micropore tape
Subcutaneous needle(s)	Infusion log
Green needle(s)	pump
Syringe(s)	



### Step 2: Preparing for your infusion

- Clean your working area using a disposable disinfectant wipe. Then thoroughly wash your hands with soap and water and use a clean towel to dry them.



- Open all the equipment packing and out onto your clean working area.



- You should inspect each bottle of immunoglobulin carefully;
  - Check that you have the correct dose
  - Check the expiry date
  - Ensure the bottle is not damaged
  - Ensure the immunoglobulin is clear

Do not use the bottle of immunoglobulin if:	What to do:
<ul style="list-style-type: none"><li>• The bottle is cracked or broken</li><li>• The protective cap is missing</li><li>• The expiry date on the label has passed</li></ul>	<ul style="list-style-type: none"><li>• Record the batch number of the immunoglobulin in your infusion diary and state the reason why you are not going to use it</li></ul>

	<ul style="list-style-type: none"> <li>• Then throw away into the sharps box</li> </ul>
<b>Do not use the bottle of immunoglobulin if:</b>	<b>What to do:</b>
<ul style="list-style-type: none"> <li>• The immunoglobulin looks cloudy or contains particles</li> </ul>	<ul style="list-style-type: none"> <li>• Record the batch number of the immunoglobulin in your infusion diary and state the reason why you are not going to use it</li> <li>• Inform the immunology team</li> <li>• Do not throw away the bottle – keep it to give it to the immunology team</li> </ul>



### Step 3: Preparing your immunoglobulin

- Take the needle and attach to the syringe. Pull out the syringe plunger to fill it with air. This should be the same amount of air as the volume of immunoglobulin you want to put into the syringe.



- Place the immunoglobulin bottle onto a flat surface and push the needle through the rubber stopper. Push the plunger on the syringe down. This will inject the air from the syringe into the bottle.



- Leave the needle in the rubber stopper, carefully turn the bottle upside down. The immunoglobulin should automatically fill the syringe but may also need you to pull back on the plunger



- Take the immunoglobulin filled syringe and needle out of the stopper

- Push out air by gently tapping the syringe and pushing the immunoglobulin up to the base of the needle
- Take off the needle and discard in the sharps container



- Immediately attach the syringe onto the infusion needle tubing and push on the syringe plunger. This will push the immunoglobulin into the tubing pushing out all the air out of the line. Stop pushing on the plunger when you see immunoglobulin appear at the end of the infusion needle





#### Step 4: Preparing the Injection site

- Select the area on your abdomen or thigh for your infusion.
- You should use different site from the last time you infused immunoglobulin. Your immunology team will inform you how many infusion sites you need and use how much immunoglobulin to infuse into each site
- Clean the skin at each site with an antiseptic wipe and let the skin dry



Tips for selecting an area to inject;

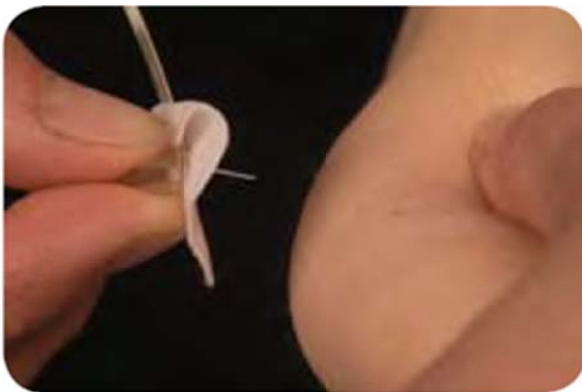
- New sites should be at least 5 cm from a previous site
- Never infuse into areas where the skin is tender, bruised, red or hard
- Avoid small veins which are visible on the skin surface
- Avoid injecting into scars or stretch marks

### Step 5: Inserting your injection needle

- With two fingers pinch together the skin around the infusion site



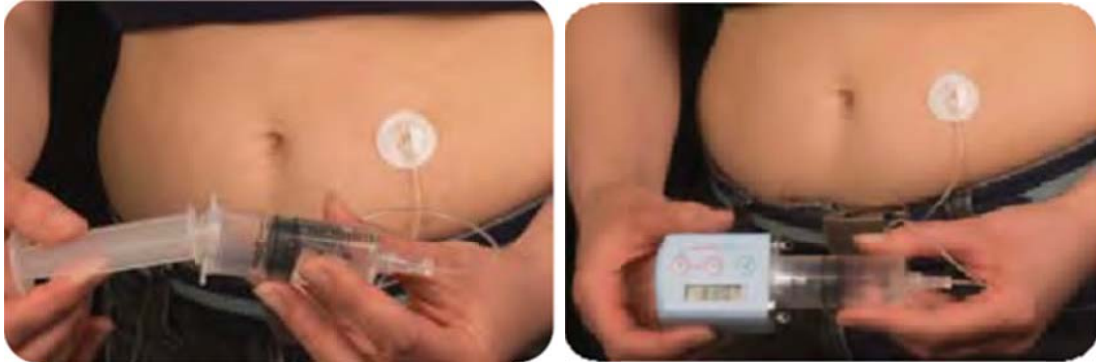
- Insert the needle under the skin at a ninety degree angle and ensure the tape is secure



- To make sure you have not accidentally inserted the needle into a vein pull back gently on the syringe plunger. If you see any blood enter the tubing, take the needle out of the infusion site then remove the needle/tubing from the syringe and discard in the sharps box
- Attach another infusion needle and tubing to the filled immunoglobulin syringe and push on the syringe plunger to fill the immunoglobulin into the tubing pushing out the air. Re-insert the needle into a different site. Check again that you are not infusing into a blood vessel

### Step 6: Infusing the immunoglobulin

- Insert the syringe into the infusion pump



- Turn on the infusion pump. The rate of the infusion will already be programmed into the infusion pump by the immunology team

### Step 7: Completing your infusion and cleaning up

- Once you have infused all the immunoglobulin, remove the tape and take the needle out of the infusion site and discard of the needle, tubing and syringe into the sharps box
- Cover the infusion site with gauze, tape or plaster



- Clean your infusion pump and working area. Then wash your hands

### Step 8: Recording your injection information

- Record the infusion in your infusion diary. There is a removable sticker on the side of the immunoglobulin bottle that you can peel off and stick in your infusion diary. This contains the batch number of



your immunoglobulin. Ensure you complete all sections in your diary and bring this with you to clinic appointments.

