Administrative Policies and Procedures

Originating Venue:  
Title: Venipuncture Technique Insertion of Plastic Catheter Policy  
Policy No.: PC 2919  
Cross Reference:  
Date Issued: 02/15
Date Reviewed: 
Date: Revised: 
Attachment: None
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Purpose:  
To ensure proper technique when inserting an intravenous device.

Procedure:  
A. Verify physician order:
   1. Thoroughly wash and dry hands.
   2. Apply tourniquet and select vein.
   3. Apply gloves.
   4. Prepare site with iodine and/or alcohol or an accepted antiseptic. Do not repalpate the vein or touch the skin.
   5. Perform the venipuncture in the usual manner. When the needle has punctured the venous wall, introduce the needle farther to insure entry of the catheter into the lumen of the vein.
   6. Hold the needle in place and slowly slide catheter hub until desired length is in the vein. If venipuncture is unsuccessful DO NOT REINSERT THE NEEDLE INTO THE CATHETER; to do so could sever the catheter.
   7. If successful, flashback noted; release tourniquet. Remove the needle by holding catheter hub in place. To minimize leakage of blood while removing the needle and connecting the infusion set, apply pressure on the vein beyond the catheter.
   8. Attach the administration set which has been previously cleared of air and regulate the rate of flow.
   9. Apply clear "op-site" type dressing.
   10. Tape the catheter securely to prevent any motion which could contribute to phlebitis.
   11. Loop tubing and tape independent of the catheter to prevent an accidental pull from withdrawing the catheter.
   12. Indicate the date of insertion and size and type of the catheter in the patient’s record in the EMR.
   13. Perform hand hygiene.


Date Policy to be reviewed: 02/16