



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Neonatal Intensive Care Unit (NICU)		
Document:	Departmental Policy and Procedure		
Title:	Heparin Lock Conversion, Administration of Medications		
Applies To:	All NICU Staff		
Preparation Date:	January 12, 2025	Index No:	NICU-DPP-059
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1. PURPOSE:

- 1.1 To safely use a heparin lock for conversion of a continuous intravenous infusion to an intermittent infusion to an intermittent infusion and to enable the safe administration of intravenous medications.

2. DEFINITIONS:

- 2.1 **Heparin lock** is used to keep IV catheters open and flowing freely.
- 2.2 **Heparin** helps to keep blood flowing smoothly and from clotting in the catheter by making a certain natural substance in your body (anti-clotting protein) work better. It is known as an anticoagulant

3. POLICY:

N/A

4. PROCEDURE:

- 4.1 Verify physician's order for heparin lock conversion/ administration of intravenous medications.
- 4.2 Perform hand hygiene according to protocol and don gloves.
- 4.3 Heparin lock conversion:
 - 4.3.1 Disconnect IV tubing
 - 4.3.2 Fill the intermittent infusion plug with heparin flush using a TB syringe. Do not disconnect syringe from plug.
 - 4.3.3 Connect the plug to the butterfly or angiocath and inject remaining heparin flush.
- 4.4 Administration of intravenous medications via heparin lock:
 - 4.4.1 Wipe the heparin lock with alcohol wipe.
 - 4.4.2 Flush the heparin lock with normal saline to check patency of the IV and to prevent possible precipitation of the medication with heparin. Flush the angiocath with 0.1- 0.2ml sterile normal saline.
 - 4.4.3 Infuse the ordered medication as per protocol.
 - 4.4.4 Flush the heparin lock after the medication has infused.
- 4.5 Documentation:
 - 4.5.1 Conversion to heparin lock in the nurses notes.
 - 4.5.2 Medication administration on the records.
- 4.6 Note! Heparin without preservatives must be discarded eight (8) hours after opening.

5. MATERIAL AND EQUIPMENT:

- 5.1 Intermittent infusion plug
- 5.2 Tape
- 5.3 Heparin flush and TB syringe
- 5.4 Gloves
- 5.5 Alcohol wipe

- 5.6 Normal saline
- 5.7 Medication

6. RESPONSIBILITIES:

- 6.1 Physician
- 6.2 Nurse



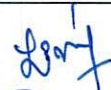
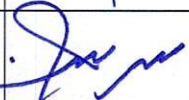
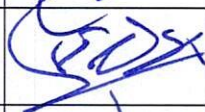


7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Ministry of Health, Policies and Procedures in Neonatology, Guidelines for Neonatal Care, page no: 243-244.

9. APPROVALS:

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