

GUIDELINES FOR SAFE USE OF MEDICAL EQUIPMENT AND SUPPLIES

SUPPLIES

I. Storage

- Set up a work area away from children, pets, and activity (e.g. table in corner of your bedroom).
- Store supplies in an area that is free of heat, water and dust (e.g. closet or closed cabinet).
- Store new supplies behind old supplies so that the older supplies are used first.

II. Handling

- Handle with care to avoid tearing or damage.
- Check each supply for signs of contamination (e.g. torn package, expiration date, floating particles in solution that should be clear).
- If supply is found to be contaminated after checking with your nurse, keep in bag to be returned to Horizon Healthcare Services for evaluation.

III. Access

- Your supplies will be delivered on a regular basis. If you need to order supplies before your scheduled delivery date call 1-800-848-3204.

IV. Delivery

- When supplies arrive, check supplies for the following:
 1. That you received all the supplies indicated on your packing slip.
 2. Signs of damage or contamination.
 3. Expiration date, if applicable.
- If supply is incorrect, damaged, contaminated, or the expiration date is outdated, notify Horizon Healthcare Services and arrange for replacement or exchange.

V. Disposal

- WEAR GLOVES when handling contaminated or soiled dressings.
- Dressings contaminated with blood or drainage must be disposed of in a red biohazardous waste bag.

HAZARDOUS INFECTIOUS WASTE

I. Storage

- While preparing for disposal, keep in a red biohazardous waste bag.

II. Handling

- Confine waste to patient care area, keep out of reach of children and pets.
- Wear gloves when handling waste.

III. Disposal (See Handling of Hazardous Waste).

- A Horizon Healthcare Services representative will pick up your waste at the end of your therapy.

NEEDLES, SYRINGES, LANCETS AND OTHER SHARP OBJECTS

I. Storage

- Needles, syringes, lancets and other sharp objects are to be kept in a cool, dry place, such as a kitchen cabinet and out of reach of children and confused individuals.

II. Handling

- Needles or lancets should never be recapped after use.
- Contact your physician if you stick yourself with a used needle or lancet.

III. Disposal

- All needles, syringes, lancets and other sharp objects are disposed of in sharps container and picked up by the Horizon Healthcare Services driver.
- **DO NOT** use glass or clear plastic containers for disposal of these items.

MEDICATIONS

I. Storage

- Keep medications in a cool, dry spot out of reach of children, confused individuals and pets.
- Keep all medication bottles together in a container (e.g. shoe box, basket).
- If medication needs to be refrigerated, place bottle in a plastic container and store in the back of the refrigerator.
- IV solutions need to be refrigerated unless otherwise indicated and protected from temperature extremes.

II. Handling

- Inspect all IV admixtures for particulates (floating materials) and do not use if any are found. Notify the pharmacy which prepared the medication. The telephone number can always be found on the label.
- Inspect all IV bags for leaks.
- Check all drugs for tampering before use.
- Check expiration date, if applicable.
- Check each bottle prior to taking medication for correct name, dose, and frequency.
- Only people who have been instructed in medication use should handle medications.

III. Access

- A Pharmacist is available 24 hours a day 7 days a week at 1-800-848-3204.

IV. Disposal

- Old, unused or discontinued drugs should be flushed down the toilet.
- Chemotherapy and IV drugs (including tubing, vials, gloves and IV bags) are disposed in the proper containers and returned to the pharmacy that prepared them.

ELECTRICAL EQUIPMENT

I. Storage

- Plug electrical equipment into a grounded outlet only.
- Keep electrical equipment away from heat, water and moisture.
- Keep cords safely out of walking pathways.
- Keep fully charged if equipment is self-contained.

II. Handling

- Equipment should be used by people who have been taught how to use it.
- Keep equipment clean and dust free.
- **DO NOT** use if cord or plug is damaged. Use three-prong adaptors, if appropriate.
- Develop a plan of action for power failure, notify the electric company of the electrical equipment you have in the home. (e.g. ventilator, oxygen concentrator, etc.)

III. Access

- Your nurse will teach you how to:
 1. Order more equipment
 2. Access the 24 hours on-call service for emergencies and equipment malfunction.

IV. Delivery and Pickup

- Equipment related to your IV or enteral therapy will be delivered by Horizon Healthcare Services.
- Instruction for use of equipment will be given by your nursing agency.
- Notify Horizon Healthcare Services when your therapy is completed to arrange for pick up of equipment and supplies.

For any questions or concerns, call your home care nurse according to the instructions your nurse has given you. Horizon Healthcare Services can also be reached 24 hours a day at (717) 290-3590 or toll free at (800) 848-3204.