

Downtime – ICU - Documenting IV Infusions on Intravenous Infusion Orders paper charts (AD 281) during EMR downtime



This Quick Reference Guide will explain how to:

Document intravenous infusion orders on paper charts in the event of an EMR downtime,

WHAD281
ITEM No 40460 10/11

Western Health
INTRAVENOUS INFUSION ORDERS

Western Hospital Williamstown Hospital
 Sunshine Hospital Sunbury Day Hospital

PATIENT IDENTIFICATION LABEL

Order		BAG 1	BAG 2	Administration	BAG 3	BAG 4	
Fluid Type and Strength	Volume	Date	Start Time	Date	Start Time	Date	Start Time
Additions	Rate	Nurse's Signature	Stop Time	Nurse's Signature	Stop Time	Nurse's Signature	Stop Time
Date	Doctor's Signature	Nurse's Signature	Duration	Nurse's Signature	Duration	Nurse's Signature	Duration
Glucose 5%	100mL	31/12	0900	31/12	1500		
Noradrenaline 6mg	Titrate	GS	1500	GS			
31/12/23	Dr. A. Smith	SK	6 hours	SK			
Neat	100mL	31/12	0930				
Propofol 1000mg	Titrate	GS					
31/12/23	Dr. A. Smith	SK					
Sodium Chloride 0.9%	50mL	31/12	1100				
Insulin NOVORAPID 50units	Titrate	GS					
31/12/23	Dr. A. Smith	SK					

AD 281 INTRAVENOUS INFUSION ORDERS

Patient identification: Attach patient bradma

Document patient's allergy/ADR status appropriately

A new order is required if more bags required after bag 4

Nurse Administration Section

- Nursing staff to document Date/Time infusion started, Infusion stop time and duration of each bag
- Each order/bag must be signed off by TWO nurses

Medical officer must complete the IV infusion orders under 'Order' including:

- Drug dose
- Diluent
- Diluent Volume
- Rate
- Date
- Signature
- Name

Handy Hint



A new order is required if more than 4 bags is required



Important

- Starting rates and any rate changes are documented in the paper observation chart
- Bolus doses are also documented in the paper observation chart