Accessing and Flushing a Port

What supplies do I need?

Saline flush syringe

Blue heparin flush syringe 10 units/ml

Cleaning product
Alcohol-based hand gel
Non-sterile gloves
Dressing change kit (open)

Mask
Port needle (out of the package)
Catheter cap (MicroClave)
Alcohol pads

Sharps container
AquaGuard
Parafilm

☐ Povidone-Iodine Swabs (betadine)
☐ Saline wipes
☐ Gauze
Accessing and Flushing a Port

How do I set up my supplies?
1. Clean the work surface.
2. Wash your hands well.
3. Put on mask(s).
4. Open the dressing change kit.
5. Remove sterile gloves.
6. Open and drop additional supplies on to center of kit.
   • Catheter cap
   • Port needle
   • Sterile saline syringe
   • Any other dressing supplies
7. Wash or gel your hands.
8. Put on sterile gloves.
9. Attach the catheter cap to the end of the port needle’s tubing.
10. Attach the sterile saline syringe to the catheter cap.
11. Push on the saline syringe to prime the port needle and close the clamp.

How do I clean the port site?
1. Clean the port site and surrounding area with x3 chlorhexidine swabs from the dressing change kit. Let dry.
   • If using Povidone-Iodine swabs (betadine):
     • Let dry for at least 1 minute.
     • Remove betadine with sterile saline wipes.
     • Dry with gauze.
2. If remaining accessed, apply a skin barrier (cavilon) from the dressing change kit.

How do I access the port?
1. Remove the needle cover.
2. With one hand, stabilize the port.
3. With the other hand, insert the needle into the center of the port.
4. Open the clamp.
5. Pull back on the saline syringe to check for blood return.
6. Flush with saline.
7. If the port will remain accessed, cover with clear dressing.
8. If giving medicine/IV fluid, see the SASH/SASASH handout.
9. If flushing only:
   • Remove the saline syringe from the catheter cap.
   • Remove the air from the heparin syringe.
   • Attach the heparin syringe and flush.
   • Close the clamp.
How do I de-access the port?
1. Stabilize the port by securely holding the base of the needle down.
2. With the other hand, firmly pull the needle out until locked in the safety position.

How do I bathe or shower?
- If the port is de-accessed you can bathe and shower normally.
- If port is accessed:
  - Do not submerge the port or dressing under water.
  - Use Parafilm around catheter cap connections.
  - Place AquaGuard or plastic wrap over the dressing.
  - Inspect dressing after bathing. If loose with water underneath, the dressing will need to be changed.

How often does a de-accessed port need to be flushed?
Every 4 weeks.

When does an accessed port and dressing need to be changed?
Every 7 days or as needed.
### What if I have trouble with the port?

<table>
<thead>
<tr>
<th>Problem</th>
<th>What can I do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Around the port site:</td>
<td>Call Home Care Services</td>
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<tr>
<td>• Redness</td>
<td>• Reinforce edges with tape</td>
</tr>
<tr>
<td>• Drainage</td>
<td>• If wet or unable to reinforce, de-access and re-access port with new supplies</td>
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<tr>
<td>• Swelling</td>
<td></td>
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<tr>
<td>• Pain</td>
<td></td>
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<td>• Rash or skin irritation</td>
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<tr>
<td>Accessed port dressing loosened</td>
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<tr>
<td>Difficulty flushing or unable to get blood return</td>
<td>• Check clamps</td>
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<td></td>
<td>• Check for kinks</td>
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<td></td>
<td>• Reposition your child</td>
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<td></td>
<td>• Press down on port</td>
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<tr>
<td></td>
<td>• Flush with saline and check for blood return again</td>
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<td></td>
<td>• De-access and re-access port with new supplies</td>
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<tr>
<td></td>
<td>• Call Home Care Services if unable to flush or get blood return</td>
</tr>
<tr>
<td>Leaking</td>
<td>• Check the connections</td>
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<td></td>
<td>• De-access and re-access port with new supplies</td>
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<tr>
<td>Blood back-up in tubing of accessed port</td>
<td>• This is NOT an emergency. Flush with saline and heparin.</td>
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<tr>
<td>Puncture, tear or crack in the port tubing</td>
<td>• Clamp port close to your child</td>
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<td></td>
<td>• De-access and re-access with new supplies</td>
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</tbody>
</table>

### Who to call?

- For emergencies: **Call 911.**
- For questions or concerns about your child’s port: Call Home Care Services 425-482-4000 or 800-888-4429.