

## Best Practices for Administering Medications & Handling Supplies

Below are best practices and techniques for administering your medications and handling your supplies.

AcariaHealth will assist you with monitoring all items ordered by your physician and ensure that you have enough supplies to administer your therapy. We will work with you to arrange a delivery time and deliver all supplies will be sent to your home. It is important that you:

- > Use the medications you have on-hand before using newly-delivered ones, unless your physician changes the prescription.
- > Check the expiration date on all supplies and/or solutions before using. If the date has passed, DO NOT USE that item and call AcariaHealth.
- > ALWAYS wash your hands before handling supplies and solutions.
- > Check your supply inventory periodically to enable us to deliver additional supplies.

So that we can provide the best service, please let us know immediately if any of the following occur:

1. Your physician adds or deletes any of the items on your prescription, or changes the usage of any of the products
2. The items delivered are damaged.
3. You are unable to take inventory of your supplies as scheduled.
4. Your physician discontinues your treatment, or you are hospitalized.
5. You discovered an error in the shipment so that we may correct the mistake.

### Refill Needs

Our Patient Services team will contact you to schedule the delivery of your refill at least one week ahead of time. If you do not receive a call from AcariaHealth, please contact us. If you need a refill of your medication sooner than your insurance allows due to vacation or lost medication, we will work directly with your insurance to find a solution.

We may contact you with information or options about your treatment, including if your prescription expires or with alternative drug or treatment options.

### Generic Substitution

Your prescription may be filled with a generic drug based on state law. Please ask a pharmacist if you have any questions or concerns

### Care and Storage

Some of the medications and supplies you will use must be stored in a refrigerator, while others can be kept in a clean, dry storage area. If you were told, or if the label or directions say REFRIGERATE, you must:

1. Keep your refrigerator temperature between 40 – 45 degrees° F.
2. Always keep supplies on a separate, dry shelf or in a bin, NOT with food supplies.
3. Always check the label on medications for the proper name, dosage and expiration date.
4. Inspect medications before administration. If you notice undissolved particles and unusual color, leakage or any other uncommon occurrences, DO NOT USE THE MEDICATION.

## Principles of Aseptic Technique

Aseptic technique is a way to perform a task that will keep germs that are normally found on the human body from contaminating your supplies and from possibly causing an infection.

1. Perform all “dirty” handling operations (i.e. opening shipping cartons, cleaning workspace, etc.) prior to washing hands.
2. Before setting up all supplies necessary to administer your therapy, your workspace should be wiped down with soap and water, and then with isopropyl alcohol. Allow to air dry.
3. Wash your hands using the appropriate technique (see “Hand Washing” section below).
4. Do not sneeze or cough directly over your equipment, supplies, or solution.
5. Clean rubber stoppers with isopropyl alcohol wipes. Allow to air dry.
6. Do not touch sterile surfaces of needles, syringes, etc., with your fingers, clothing, or other objects. If you accidentally contaminate any supplies, do not use them. Open a new package.
7. Work in a room free of drafty air.
8. Plan ahead to avoid interruptions.
9. Discard any supplies you feel may have been contaminated.

## Hand Washing

Your hands contain many germs. By using good hand-washing technique you can decrease the number of germs on your hands. Wash your hands thoroughly before every procedure and as often as needed.

1. Remove all jewelry before washing. Germs can be under these items.
2. Adjust water temperature and keep water running while washing and drying hands.
3. Wash your hands with soap and water for at least one minute. Be sure to scrub all surfaces of your hands, starting from your fingernails to your wrists, paying especially close attention to cleaning under your fingernails.
4. Rinse skin thoroughly to remove all soap.
5. Keep fingers higher than wrists to allow water to drain away from fingertips.
6. Dry hands completely with a clean, dry paper towel.
7. Use paper towels to turn off water. Dispose of towels.

## Handling of Sharps and Biomedical Waste

Biomedical waste includes used needles and syringes. Biomedical waste **MUST** be properly disposed of. AcariaHealth will supply you with the necessary containers for biomedical waste disposal.

1. Needles should only be used once.
2. Needles should be discarded without attempting to replace the protective cover.
3. Never overfill disposal (“sharps”) containers. Contact AcariaHealth for a new container.
4. Never put a sharps container in your trash. Refer to the “Sharps Disposal Information” instructions provided in your admissions packet.
5. Do not share your needles.
6. Exposed needles should not be left unattended.
7. Keep the sharps container out of children’s reach.