Accessing Your Child’s Port:

1. Gather your supplies:
   - Chloraprep® central line dressing change kit
   - Non-coring needle with pre-attached tubing (Huber® needle)
   - 10 ml prefilled normal saline (NS) syringe
   - 18 gauge needle (if using NS vial)
   - 5 ml prefilled 100 units/ml heparin syringe
   - Mask
   - Gauze pad
   - Band-Aid®

2. Put on mask. Also put a mask on anyone within 3 feet of you and your child while you are doing the procedure.

3. Wash your hands for 15 seconds with soap and water

4. If EMLA® or LMX® cream has been used, the cream should be removed with a wet washcloth or tissue.

5. Locate the port by palpating the port septum with your fingers.

6. Open the dressing change kit and use as a sterile field.

7. Open the non-coring needle package and drop the needle (directly from the package) onto your sterile field.

8. Drop sterile prefilled normal saline (directly from the package) onto the sterile field.


10. Pinch the wings of the Chloraprep® applicator to break the ampule and release the cleaning solution. Using a back and forth scrubbing motion, clean 5 inches in all directions from center of the port for 30 seconds. Allow to dry 1 minute. Do not blow, fan, or blot dry. Make sure area is completely dry before continuing with the procedure.

11. Attach the NS syringe to the non-coring needle tubing and flush it until you see NS drip out of the needle. Clamp tubing.

12. Using your thumb and first finger, hold the port still.

13. With the other hand, pick up the non-coring needle and attached syringe.

14. Firmly push the needle through the skin and into the port septum until it hits the bottom of the port.

15. Unclamp the tubing and pull back on the syringe until you see blood in the tubing. If dark brown blood is seen, withdraw until red blood is seen. Clamp tubing. Remove the syringe. (Discard the syringe when your procedure is completed.) Attach a new syringe of NS.
16. If labs are to be drawn, you will need to withdraw 5 ml of blood before withdrawing the blood for labs. When you are finished with the procedure, discard the blood that is not used for labs.

17. After labs have been obtained, or after you see red blood in the tubing, flush the catheter with 10 ml of NS.

18. If the port is to remain accessed (the needle kept in), attach a NS syringe to the adapter and flush it until you see NS drip out of the adapter. Attach the adapter to the non-coring needle tubing.

19. The port and needle must be covered with a sterile transparent dressing if the needle is to stay in. All sides of the dressing should be well sealed so that there are no openings.

20. If the port is not going to be used immediately, scrub the adapter with an alcohol wipe. Connect a 5 ml prefilled heparin syringe to the adapter and gently push the heparin into the catheter.

**De-accessing your child’s port:**

1. The port should always be flushed with 10 ml of NS and 5ml of **100 units/ml heparin flush** when the port is being de-accessed.

2. Anchor port between two fingers.

3. Remove the needle using instructions for the specific brand of needle you are using.

4. Apply pressure with a gauze pad or cotton ball until the bleeding stops.

5. Cover site with a Band-Aid®.

6. Dispose of needle in an appropriate container.

**Special Instructions:**

- A 10 ml or larger syringe should be used on all central lines to avoid over- pressurization.

- If there is swelling around the port, de-access port immediately and notify your home care nurse or doctor.

- If you are unable to pull blood back into the syringe, try to re-access the port. If there is still no blood return, call your home care nurse or doctor.

Home Care Nurse:

_________________________________________________________ at (______)_______-_______

Doctor:

_________________________________________________________ at (______)_______-_______