

Lock Box Guidelines

When to use:

Lock boxes will be used in conjunction with large volume (LVP) module for **continuous infusion of controlled substances**. Pharmacy will designate on MAR that a lock box and no port tubing are required with specific infusions. Patients that are transported from OR and ED to an ICU will have infusion locked in box at time of admission.

How to Use:

- 1) Open the box
- 2) Align the clamps on the inside of the box with your pole. Holding the box with your four fingers and the pole with your thumb, press firmly until the clamps wrap around the pole.
- 3) Hang the IV on the hook
- 4) Lock the IV box door

*The box will hold up to two IV bags (100cc a piece)



Cleaning Guidelines:

Lock boxes will be cleaned by environmental services as with all other room equipment in the patient's room.

Management of the Lock Box:

Each unit will be responsible for managing their lock boxes. The lockboxes are considered to be part of unit equipment. Replacement of lock boxes can be done by requesting them through the Storeroom.