## The ROYAL MARSDEN NHS Foundation Trust

# Administration of Subcutaneous Trastuzumab

**Patient Information** 



#### Introduction

This booklet gives you some simple instructions and information about injecting at home.

It is intended for you to keep as a useful reminder.

A nurse will have either shown you how to give yourself a subcutaneous (under the skin) injection or will have talked the process through with you, and offered a phone consultation for when you first administer your own injection; your clinical team will confirm which applies to you.

#### Please note:

The information in this guide is not intended to replace the advice of your nurse or doctor.

If you have any questions or are unsure about how to inject trastuzumab, your clinical team will be able to help.

#### **Supply of trastuzumab:**

Trastuzumab can be supplied in either a pre-filled syringe or in a vial (only **one** syringe or **one** vial is required for each dose). Your hospital team will have advised you which form of medication you will be receiving.

This booklet has two sections; you should follow section one (page 4) if your trastuzumab has been supplied in a pre-filled syringe and section two (page 11) if it has been supplied in a vial.

If you are not sure which you should follow, please contact the Day Unit (contact details on page 25) and they will be able to help you.

#### **Section one:**

#### Trastuzumab supplied in pre-filled syringes

Trastuzumab syringes will be stored in a sealed plastic bag supplied from the pharmacy aseptic unit. The syringe will contain **one** dose of trastuzumab.

You will either receive your supply of trastuzumab directly from the day unit or this will be couriered to your home address.

#### If you are collecting from the Day Unit:

In order to take the trastuzumab syringes home safely you must bring a plastic container to the hospital, for example Tupperware and a cool box or insulated container. The nursing team will discuss this with you in advance.

When storing or transporting your trastuzumab syringes you **must not**:

- Expose the syringes or their plastic container to direct sunlight
- Leave the syringes in a parked car where the temperature may rise significantly for an extended period
- Expose syringes to hot air blowers in cars
- Place syringes in direct contact with heaters
- Freeze the syringes, or put on ice or next to frozen cool blocks
   Supplies should be placed in the fridge as soon as possible.

#### Storage of trastuzumab at your home

The trastuzumab syringes should be stored within a sealed plastic container such as Tupperware, in the sealed bag supplied by The Royal Marsden. The container should be stored inside your domestic refrigerator but not placed directly up against the sides, back or on the bottom of the fridge.

The syringes should be stored out of reach of children and pets.

#### **Equipment required**

You or your carer will be supplied with all the equipment required for administering trastuzumab safely at home.

If you require further supplies of equipment, please contact the day treatment unit or your Clinical Nurse Specialist (CNS or key worker).

You will be provided with:

#### Prefilled syringe(s) containing trastuzumab

And the following equipment (this may be sent separately):

- Sterile alcohol wipes
- Needles to administer
- Gauze swabs
- Gloves and aprons (for use only if a carer is administering the injection(s))
- A cytotoxic disposal container

(This will be a cytotoxic sharps bin with a purple lid or clearly marked as 'cytotoxic'). The bin should not be overfilled, the lid must be closed when the bin is full and you or your carer can return the full containers to the hospital outpatient unit. Some councils offer clinical waste collection however this does not always include cytotoxic waste; please check with you local council, see: <a href="https://www.gov.uk/request-clinical-waste-collection">www.gov.uk/request-clinical-waste-collection</a>

#### Cytotoxic spillage kit

Trastuzumab syringes contain small volumes of liquid so the risk of spillage is reduced. Instructions on how to use the spill kit are provided on page 7.

#### **Cytotoxic spillage kit contents:**

- Overshoes
- Clinical waste bag
- Two pairs of Nitrile gloves
- Facemask with plastic visor
- Disposable gown
- Plastic apron
- Paper towels.

#### Safety and handling requirements

Trastuzumab should not be handled by women of childbearing potential, who are trying for a baby, are pregnant or breastfeeding.

It is safe to handle the trastuzumab syringes in the plastic bags.

Only people who are trained to handle the trastuzumab syringe should handle it once it is out of the bag.

Always keep the trastuzumab syringes out of sight and reach of children and pets.

If your carer obtains a needle stick injury (where the needle has pierced or scratched the skin), the area should be thoroughly washed with water, and they should contact the day treatment unit for further advice.

Remember to keep the spillage information and kit at hand in case you need it.

In the event of a spillage, follow the procedure outlined on page 7.

#### Procedures to follow in the event of a spillage

- 1. If the spillage has occurred in a general area, clear the area and restrict access to the spillage site as far as possible.
- 2. Open the spillage kit and put on the disposable gown, facemask with visor, and both pairs of gloves. If the spillage is on the floor, put on overshoes.
- 3. Mop up the spill using appar towels, starting at the outside edge of the spill and working towards the middle.
- 4. When the spill has been removed, wash and dry the area at least twice using clean water and paper towels.
- 5. Put all the waste including the gloves, mask and gown into the plastic clinical waste bag. Seal the bag and place in the cytotoxic sharps bin.
- 6. If the spill was on the floor, this should be cleaned with hot soapy water as soon as possible.
- 7. Inform the day unit that the spillage kit has been used so that they can make arrangements for supply of a new kit.

### Procedures to follow in the event of a cytotoxic spill onto skin or mucous membranes

In the event of receiving a splash from a cytotoxic spillage, the following procedures should be taken immediately:

- 1. Wash the area thoroughly with soapy water as soon as possible. For large spillages/splashes, remove any contaminated clothing, shower and put on a clean set of clothes.
- 2. In the event of a cytotoxic splash to the eye, irrigate thoroughly with normal saline for approximately 20 minutes. Where saline is not available, tap water should be used.
- 3. Immediately report the incident to The Royal Marsden Macmillan Hotline: 020 8915 6899

### Administering your subcutaneous trastuzumab injection using a pre-filled syringe

#### Choose your area

- You should select an area where you will not be distracted
- Choose a comfortable chair that has a table nearby
- Ensure the work surface is clean and that there are no food products within reach
- Only people who are helping you, such as your carer should be in the room; this is to avoid distractions and inadvertent exposure.

#### Prepare your area

- Wash and dry your hands thoroughly and clean your preparation area
- Collect all the equipment required and place onto your cleaned area you will only require one trastuzumab syringe per dose
- Make sure your spillage kit and instructions are close to hand, in case you need them
- Move to your chosen chair where you will sit and administer the injection.

#### Administering the trastuzumab injection

Your clinical team will have discussed with you and/or your carer how to prepare the equipment you need to inject yourself and how to give the injection.

However, instructions are given on page 9 and there is a step-by-step guide to remind you how to administer your injection (pages 10 – 11). There is also a short film on administering subcutaneous injections on The Royal Marsden website: <a href="https://www.royalmarsden.nhs.uk/how-to-self-inject">www.royalmarsden.nhs.uk/how-to-self-inject</a>

If you are still unsure then please contact your team. If outside of hospital hours, please contact: The Royal Marsden Macmillan Hotline: 020 8915 6899

If your carer is administering the trastuzumab, they will need to wear the gloves and apron.

#### After administering the trastuzumab injection

Do not put any of the used items in with your normal household waste.

Discard the syringe, packaging, gloves and apron (if used) into the cytotoxic disposal container. This container must be stored out of sight and reach of children and pets.

#### Instructions for administering the trastuzumab injection

- · Wash your hands or use alcohol gel if you have it.
- Open the packet of gauze swabs and remove any appropriate clothing to expose the area you will be using for the injection this will be your right or left thigh (see page 22).
- Open the alcohol swab packet and take out the swab. Use the alcohol swab to clean the skin where you are going to inject yourself.
- Take the plastic cover off the needle and move the safety cap out of the way of the needle.
- Hold the syringe between the thumb and forefinger of your dominant hand as if holding a dart.
- Gently pinch the skin of the area chosen for injection up into a fold with your non-dominant hand. Check how much skin you can pinch for some people this will be about an inch (2.5 cm), for others it will be about 2 inches (5cm).
- Insert the needle into the skin at an angle of 90 degrees if you can grasp 2 inches (5cm) of skin, or 45 degrees if you can only grasp 1 inch (2.5cm) and then release the pinched skin.
- **Very slowly over 3-5 minutes** inject the drug by pushing on the end of the syringe plunger.
- Withdraw the needle and apply gentle pressure on the injection site. Use a gauze swab to clear away any leakage. Do not massage the area.
- Put the used needle and syringe into the sharps container.

### Step-by-step instructions for administering subcutaneous trastuzumab injections



Step 1: Wash your hands thoroughly with soap and water. Open the gauze swabs and uncover the injection site chosen.



**Step 2:** Open the packaging containing the syringe. Grab the syringe in the middle of the barrel and remove from the packaging.



**Step 3:** Check the syringe and make sure it is not cracked and the solution appears clear with no particles in it. Remove the protective cap.



**Step 4:** Attach the needle to the top of the syringe and twist into place. Place on your work surface.



**Step 5:** Using a fresh sterile alcohol swab, clean the injection site. Allow the site to air dry.



**Step 6**: Pick up the syringe. Pull the safety cover on the needle out of the way to prepare for injecting.



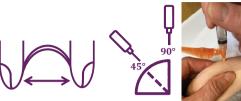
**Step 7:** Remove the clear needle cover from the needle, pulling away from your body.



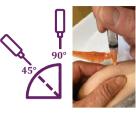
**Step 8:** Hold the syringe between your thumb and forefinger of your dominant hand, as if holding a dart.

See page 11 for administration

#### Step-by-step instructions for administering subcutaneous trastuzumab injections continued



**Step 9:** With your free hand, pinch the skin where you are going to inject check how much skin vou can pinch - is it nearer 1" (2.5cm) or 2" (5cm)?



Step 10: Insert the needle into the skin at  $45^{\circ}$  angle for 1", or  $90^{\circ}$  for 2", then release the pinched skin.



Step 11: If needed, use one hand to support the syringe and the other hand to push the plunger down verv slowly over 3-5 minutes until all the drug has gone in.



**Step 12**: After administering all the drug over 3-5 minutes, hold the needle in for a further 10 seconds to ensure all the drug has been administered.



**Step 13:** Once you have waited at least 10 seconds and the syringe is empty, withdraw the needle from your skin and apply gentle pressure on the injection site.



Step 14: Use a gauze swab to clean away any leakage. Do not massage the area.



**Step 15**: On a hard surface, push the needle into the safety cover.



**Step 16:** Place the used syringe and needle into the special sharps container.



**Step 17**: Dispose of any remaining empty packets into the sharps container, but keep unused gauze swabs for future use.



Step 18: Wash your hands thoroughly with soap and water.

#### **Section two:**

#### Trastuzumab supplied in vials

You will either receive your supply of trastuzumab directly from the day unit or this will be couriered to your home address.

#### If you are collecting from the Day Unit:

When storing or transporting your trastuzumab vial(s) you **must not**:

- Expose the vial(s) or their outer containers to direct sunlight
- Leave the vial(s) in a parked car where the temperature may rise significantly for an extended period
- Expose vial(s) to hot air blowers in cars
- Place vial(s) in direct contact with heaters
- Freeze the vial(s), or put on ice or next to frozen cool blocks
   Supplies should be placed in the fridge as soon as possible.

#### Storage of trastuzumab at your home

The trastuzumab vial(s) should be stored in its original packaging (the outer cardboard box) inside your domestic refrigerator but not placed directly up against the sides, back or on the bottom of the fridge.

The vial(s) should be stored out of reach of children and pets.

#### **Equipment required**

You or your carer will be supplied with all the equipment required for administering trastuzumab safely at home.

If you require further supplies of equipment please contact the day treatment unit or your Clinical Nurse Specialist (CNS or key worker).

You will be provided with:

• Vial(s) of 600mg trastuzumab for your treatment

And the following equipment (this may be sent separately):

- 21 gauge needles (green)
- 25 gauge safety needles (orange with a built in cover)
- Syringes for administration
- · Sterile alcohol wipes
- Gauze swahs
- Gloves and aprons (for use only if a carer is administering the injection(s))
- Sharps disposal container
- A cytotoxic disposal container

(This will be a cytotoxic sharps bin with a purple lid or clearly marked as 'cytotoxic'). The bin should not be overfilled, the lid must be closed when the bin is full and you or your carer can return the full containers to the hospital outpatient unit. Some councils offer clinical waste collection however this does not always include cytotoxic waste; please check with you local council, see: www.gov.uk/request-clinical-waste-collection

#### Cytotoxic spillage kit

Trastuzumab vials contain small volumes of liquid so the risk of spillage is reduced. Instructions on how to use the spill kit are provided on page 14.

#### **Cytotoxic spillage kit contents:**

- Overshoes
- Clinical waste bag
- 2 pairs of Nitrile gloves
- Facemask with plastic visor
- Disposable gown
- Plastic apron
- Paper towels.

#### Safety and handling requirements

Trastuzumab should not be handled by women of childbearing potential, who are trying for a baby, are pregnant or breastfeeding.

It is safe to handle the trastuzumab vials in their original box.

Only people who are trained to handle the trastuzumab vial should handle it once it is out of the bag.

Always keep the trastuzumab vial(s) out of sight and reach of children and pets.

If your carer obtains a needle stick injury (where the needle has pierced or scratched the skin), the area should be thoroughly washed with water, and they should contact the day treatment unit for further advice.

Remember to keep the spillage information and kit at hand in case you need it.

In the event of a spillage, follow the procedure outlined on page 14.

#### Procedures to follow in the event of a spillage

- 1. If the spillage has occurred in a general area, clear the area and restrict access to the spillage site as far as possible.
- 2. Open the spillage kit and put on the disposable gown, facemask with visor, and both pairs of gloves. If the spillage is on the floor put on overshoes.
- 3. Mop up the spill using a paper towels, starting at the outside edge of the spill and working towards the middle.
- 4. When the spill has been removed, wash and dry the area at least twice using clean water and paper towels.
- 5. Put all the waste including the gloves, mask and gown into the plastic clinical waste bag. Seal the bag, place in the cytotoxic sharps bin.
- 6. If the spill was on the floor, this should be cleaned with hot soapy water as soon as possible.
- 7. Inform the day unit that the spillage kit has been used so that they can make arrangements for supply of a new kit.

### Procedures to follow in the event of a cytotoxic spill onto skin or mucous membranes

In the event of receiving a splash from a cytotoxic spillage, the following procedures should be taken immediately:

- 1. Wash the area thoroughly with soapy water as soon as possible. For large spillages/splashes, remove any contaminated clothing, shower and put on a clean set of clothes.
- 2. In the event of a cytotoxic splash to the eye, irrigate thoroughly with normal saline for approximately 20 minutes. Where saline is not available, tap water should be used.
- 3. Immediately report the incident to The Royal Marsden Macmillan Hotline: 020 8915 6899

#### Administering your subcutaneous trastuzuamb injection

If you have not received face-to-face training while at the hospital on administering your injection, your clinical team will offer to arrange a telephone consultation with you to support you while you first administer your injection at home.

If you received face-to-face training but you are unsure of the process, then please contact your team.

The process for preparing your trastuzumab is described below and there is a step-by-step guide on page 18. There is also a short film on administering subcutaneous injections on The Royal Marsden website: www.royalmarsden.nhs.uk/how-to-self-inject

#### **Choose your area**

- You should select an area where you will not be distracted
- Choose a comfortable chair that has a table nearby
- Ensure the work surface is clean and that there are no food products within reach
- Only people who are helping you, such as your carer should be in the room; this is to avoid distractions and inadvertent exposure.

#### Prepare your area

Wash and dry your hands thoroughly and clean your preparation area. Collect all the equipment required and place onto your cleaned area. Move to your chosen chair where you will sit and administer the injection. Collect all the equipment required and place onto your cleaned area; you will need:

- One trastuzumab vial
- One syringe
- · One green needle
- One orange needle
- 70% alcohol swab (in packet)
- Gauze swabs
- Sharps bin
- A pair of gloves and apron if a carer/family member is going to administer the injection.

#### Preparing the trastuzumab injection

- Allow the trastuzumab vial to reach room temperature.
- Wash your hands with soap and water and dry. If you are the carer administering for someone else, put on the gloves and apron provided by the hospital after washing your hands.
- Open the packaging containing the syringe, having checked that the packaging is intact - if the packaging is damaged, discard this syringe and get a new one.
- Remove a green 21g needle from its packaging but leave the plastic needle cover in place, then attach the needle to the syringe.
- Look at the solution in the vial and check that it is not cloudy or discoloured (do not use if it is).
- Remove the plastic cover from the rubber bung on the top of the vial.
- Remove the plastic needle cover from the needle, then draw up the
  contents of the whole vial of trastuzumab (5ml) into the syringe
  ready for injection.
- Remove the needle used for drawing up the trastuzumab and place in the sharps bin, then replace with the orange 25g needle, but leave the plastic needle cover in place for now.

### Step-by-step instructions for preparing your subcutaneous injection



**Step 1:** Wash your hands thoroughly with soap and water, or clean with alcohol gel.



**Step 2:** Allow the vial to reach room temperature.



Step 3: After checking the packaging is intact, open the packaging containing the syringe.



**Step 4:** Keeping the plastic needle cover in place, attach a green needle to the syringe.



**Step 5:** Check that the vial is not cloudy or discoloured.



**Step 6:** Remove the plastic cover from the rubber bung on the top of the vial.



**Step 7**: Holding the syringe by the barrel, remove the needle cover, pulling away from your body.



Step 8: Draw up the contents of the whole vial of trastuzumab (5ml) into the syringe. Holding the syringe 'needle up' carefully expel any air bubbles from the syringe.



**Step 9:** Cap the first needle and remove it from the syringe and place in the sharps container. Add the orange needle to the syringe leaving the clear needle cover in place.

#### Administering the trastuzumab injection

The process for administering trastuzumab is described below and there is a step-by-step guide (pages 20 – 21). There is also a short film on administering subcutaneous injections on The Royal Marsden website: www.royalmarsden.nhs.uk/how-to-self-inject

- · Wash your hands or use alcohol gel if you have it.
- Open the packet of gauze swabs and remove any appropriate clothing to expose the area you will be using for the injection this will be your right or left thigh (see page 22).
- Open the alcohol swab packet and take out the swab. Use the alcohol swab to clean the skin where you are going to inject yourself.
- Take the plastic cover off the needle and move the safety cap out of the way of the needle.
- Hold the syringe between the thumb and forefinger of your dominant hand as if holding a dart.
- Gently pinch the skin of the area chosen for injection up into a fold with your non-dominant hand. Check how much skin you can pinch for some people this will be about an inch (2.5 cm), for others it will be about 2 inches (5cm).
- Insert the needle into the skin at an angle of 90 degrees if you can grasp 2 inches (5cm) of skin, or 45 degrees if you can only grasp 1 inch (2.5cm) and then release the pinched skin.
- **Very slowly over 3-5 minutes** inject the drug by pushing on the end of the syringe plunger.
- Withdraw the needle and apply gentle pressure on the injection site. Use a gauze swab to clear away any leakage. Do not massage the area.
- Put the used needle and syringe into the sharps container.

### Step-by-step instructions for administering subcutaneous trastuzumab injections



Step 1: Wash your hands thoroughly with soap and water. Open the gauze swabs and uncover the injection site chosen.



**Step 2:** Open the packaging containing the syringe. Grab the syringe in the middle of the barrel and remove from the packaging.



**Step 3:** Check the syringe and make sure it is not cracked and the solution appears clear with no particles in it. Remove the protective cap.



Step 4: Attach the needle to the top of the syringe and twist into place. Place on your work surface.



**Step 5:** Using a fresh sterile alcohol swab, clean the injection site. Allow the site to air dry.



**Step 6**: Pick up the syringe. Pull the safety cover on the needle out of the way to prepare for injecting.



**Step 7:** Remove the clear needle cover from the needle, pulling away from your body.



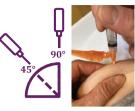
**Step 8:** Hold the syringe between your thumb and forefinger of your dominant hand, as if holding a dart.

See page 21 for administration

#### Step-by-step instructions for administering subcutaneous trastuzumab injections continued



**Step 9:** With your free hand, pinch the skin where you are going to inject check how much skin vou can pinch - is it nearer 1" (2.5cm) or 2" (5cm)?



Step 10: Insert the needle into the skin at  $45^{\circ}$  angle for 1", or  $90^{\circ}$  for 2", then release the pinched skin.



Step 11: If needed, use one hand to support the syringe and the other hand to push the plunger down verv slowly over 3-5 minutes until all the drug has gone in.



**Step 12**: After administering all the drug over 3-5 minutes, hold the needle in for a further 10 seconds to ensure all the drug has been administered.



**Step 13:** Once you have waited at least 10 seconds and the syringe is empty, withdraw the needle from your skin and apply gentle pressure on the injection site.



Step 14: Use a gauze swab to clean away any leakage. Do not massage the area.



**Step 15**: On a hard surface, push the needle into the safety cover.



**Step 16:** Place the used syringe and needle into the special sharps container.



**Step 17**: Dispose of any remaining empty packets into the sharps container, but keep unused gauze swabs for future use.



Step 18: Wash your hands thoroughly with soap and water.

#### Adverse effects to trastuzumab

Your doctor, specialist nurse or pharmacist will be able to advise on the common side effects of treatment.

Any raised temperatures above 38°C must be reported to The Royal Marsden Macmillan Hotline immediately. See page 25 for contact details.

#### **Rotating your injection site**

Injecting into the same area too many times can cause fatty lumps to appear on the surface of your skin; making injections more difficult and painful. This is known as lipohypertrophy.

To avoid this from developing, make sure you pick a different area of skin to put each injection into, **using your thighs only**.

You can administer your trastuzumab injection into your **outer thigh**.

You should keep each new injection spot at least an inch/2.5cm away from your previous injection site.

In the diagram to the right, rotate between areas 1 - 4 on the thighs only.







### Do's and Do not's

#### Do's:

Do ensure you administer the trastuzumab over 3-5 minutes Do alternate between right and left thigh for injection Do make sure you put your used syringes in the sharps bin each time you inject – never leave them lying around Do administer the injection at the same time each day Do contact your CNS or your day unit (see page 25) if you are unsure on how to inject or would like more information.

#### Do not's:

<u>Do not</u> put the syringe down anywhere or touch the needle with anything before injecting

Do not inject into bruised or scarred/damaged skin

Do not rub the skin after you have injected

<u>Do not</u> share or let anyone else use your syringes

<u>Do not</u> dispose of any equipment in general household waste

<u>Do not</u> overfill the sharps bin - the lid must be closed when the bin is full and you or your carer must either return the container to the hospital at your next visit, or contact your local council to arrange collection.

#### **Trouble shooting**

Scenario	Action required	
What if you realise that your medication has been left out of the fridge?	If left out of fridge for less than 3 hours, the trastuzumab is still appropriate for use. If left out of fridge for more than 3 hours, the trastuzumab is no longer appropriate for use; please contact your nursing team for advice. You can use another syringe if you have one.	
What if the container for the drugs is damaged?	Contact your nursing team	
What if you experience side effects to the treatment?	If you have any concerns not addressed in this leaflet, please contact either the day unit or The Royal Marsden Macmillan Hotline: 020 8915 6899 (available 24 hours a day, 7 days a week)	
What if you lose/break a syringe/vial or the contents is cloudy?	Please use another one if you have been provided with more than one dose, and then contact the nursing team within opening hours. If you do not have another dose, please also contact the team as above.	
How do you manage a spill of trastuzumab?	Please ensure you have the spill kit to hand when handling your medication. Follow the instructions on page 6 of this leaflet. Please contact the day unit if you have any queries.	

#### Contact details

For general enquiries about self-administration or equipment issues, please contact one of the units below:

#### **Medical Day Unit Sutton**

Tel: 0208 661 3174 (Monday to Friday, 9am - 5pm)

#### Medical Day Unit Chelsea:

Tel: 020 7808 2320 or 020 7808 2325 (Monday to Friday, 8am – 6pm)

#### **Private Patient Medical Day Unit**

Sutton: 020 8915 6670 Chelsea: 020 7811 8092

(Monday to Friday, 8.30am to 7pm)

#### Alternatively, please call:

#### The Royal Marsden Macmillan Hotline: 020 8915 6899

You can ring the hotline 24 hours a day, 7 days a week.

Call us straight away if you are feeling unwell or are worried about the side effects of cancer treatments.

This service provides specialist advice and support to all Royal Marsden patients, as well as to their carers, and both hospital and community-based doctors and nurses caring for Royal Marsden patients.

#### References

This booklet is evidence based wherever the appropriate evidence is available, and represents an accumulation of expert opinion and professional interpretation.

Details of the references used in writing this booklet are available on request from:

The Royal Marsden Help Centre

Freephone: 0800 783 7176

Email: patientcentre@rmh.nhs.uk

No conflicts of interest were declared in the production of this booklet.

Should you require information in an alternative format, please contact The Royal Marsden Help Centre.



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