

# Central Venous Line: Changing the cap



Oncology/Hematology/BMT  
Department

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## How often do I change the cap?

Change the cap once a week.

## How do I change the cap?

### Part 1: Set up the tray

1. Gather these supplies:
  - Bottle 70% isopropyl alcohol
  - Paper towels
  - Waterproof tape
  - For every lumen on your child's line:
    - 1 cap
    - 3 Chlorhexidine/alcohol swabs
  - 1 SwabCap® (pumpkin)



2. Remove the pin and waterproof tape from your child's catheter.

3. Find a **non-porous surface** to work on. You can use a stainless steel cookie sheet, hard smooth plastic, or a glass tray. Ask your nurse if you are unsure what to use..

4. Clean the surface with alcohol and paper towels. Let it air dry.

5. Take off your watch and all rings. Wash your hands:

- Wash your hands with soap and water for 1 minute.
- Rinse well.
- Dry hands with paper towels or a clean towel.
- Use a paper towel or towel to turn off the water.

6. Open the package with the new cap. Leave the cap in the package and place on your surface.

7. If you use a SwapCap® (pumpkin), open the package now. (If your child is young and is at risk of putting small things in their mouth, please speak with your nurse about whether to use a SwapCap® or not).

8. Open the first chlorhexidine/alcohol swab package on 3 sides. Set it down like an open book. This swab will be a sterile surface. Stack the other 2 swabs on top. If your child has 2 lumens, make 2 stacks of swabs.

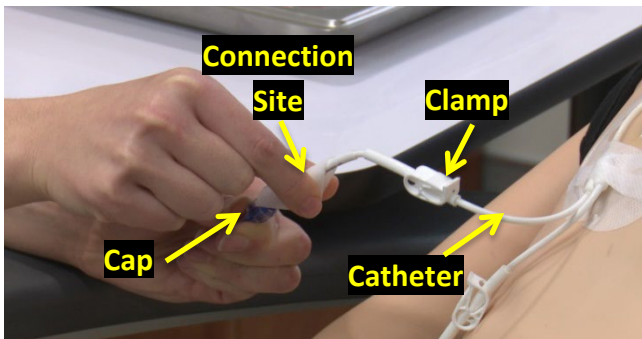
### Part 2: Change the cap

1. Wash your hands again or use alcohol based hand sanitizer before touching your child's central line.

2. Look at your child's central line. Make sure the catheter is clamped. Pick up the lumen. Hold it away from your child's skin and clothing.

3. Wrap a swab around the connection site. This is the space between the catheter and the cap. Clean the connection site for 30 seconds. Apply some pressure and use friction to clean the catheter. Then, keep holding the catheter with the swab.

**Note: DO NOT** remove the cap to clean the connection site – the old cap should remain in place until the cleaning is complete and you are ready to change the cap.



4. With a fresh swab, clean the line from the cap up to the clamp. Use friction and clean for 30 seconds. Then, discard the swab. Keep holding the catheter and let it air dry for 1 minute. Do not put the catheter down after you clean it.

5. With a fresh swab, hold the line just above the connection site. With your other hand, remove the old cap by twisting it counterclockwise. Sometimes it is difficult to remove the old cap. You may use gentle force.

6. Remove the new cap from the package, and take off the cover that protects the end. Twist the new cap on. Try to remove the old cap and place the new cap as quickly as possible.

7. If heparin locking after the cap change refer to the [Central Venous Line: Heparin Locking](#) pamphlet.



8. If you use a SwabCap® (pumpkin), push and twist it onto the end of the cap after you heparin lock.

9 If your child's line has 2 lumens, repeat the steps in [Part 2: Change the cap](#) for the other cap.

10. Put a new waterproof tape tab on the catheter. Pin the end of the tab to the undershirt. Remember to pin through the tape. Do not pin through the catheter.



## Contacts

**Community Nurse:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Nurse Clinician / Hospital Nurse:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

At Children's & Women's Health Centre of British Columbia we believe parents are partners on the health care team. We want you to be as informed as possible.

This pamphlet will answer some of your questions. Please ask questions and share your concerns.

Have questions at home? Please call the contacts above.