

Abbott FreeGo[®] pump

TRAINING MANUAL



FreeGo[®]
Freedom for life

Abbott

PRECAUTION

When an alarm occurs, the user should address the cause of the alarm following instructions in the Alarm and Warning Messages section of the Operator/Training Manual, rather than trying to override the alarm or attempting to continue pump feeding. Failure to do so can impact operation of the pump alarms and result in patient harm. If you are unable to address the cause of the alarm, contact your healthcare service provider for further instruction.

When an alarm occurs:

- Carefully follow the instructions in the Operator/Training Manual.
- Do not turn the pump off/on while attempting to clear feed delivery alarms.
- Do not use the prime function while attempting to clear alarms unless specified in the instructions.

For example, if an occlusion alarm sounds, inspect both the patient tube and the giving set to identify and address the cause. Remove the giving set cassette from pump. Identify and clear the obstruction. Check for kinked tubing or an empty container. Reinstall the giving set and complete the steps detailed on page 16. If the occlusion alarm persists, replace the giving set. If needed, contact your healthcare service provider for further instruction. **Failure to properly address the occlusion can lead to patient harm.**

For complete instructions for use and technical information refer to Abbott FreeGo® Pump Operator Manual supplied with your FreeGo® pump.



FOR ENTERAL FEEDING ONLY

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WHAT YOU NEED



ABBOTT FREEGO® PUMP
with power lead.



GIVING SET
provided in a plastic bag.



STAND
to hold the feed.

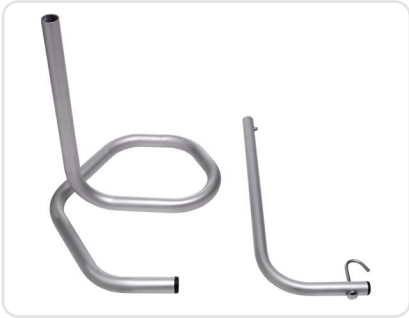


POLE CLAMP
to attach the pump to the stand.



FEEDS

SET UP THE TABLE DRIP STAND



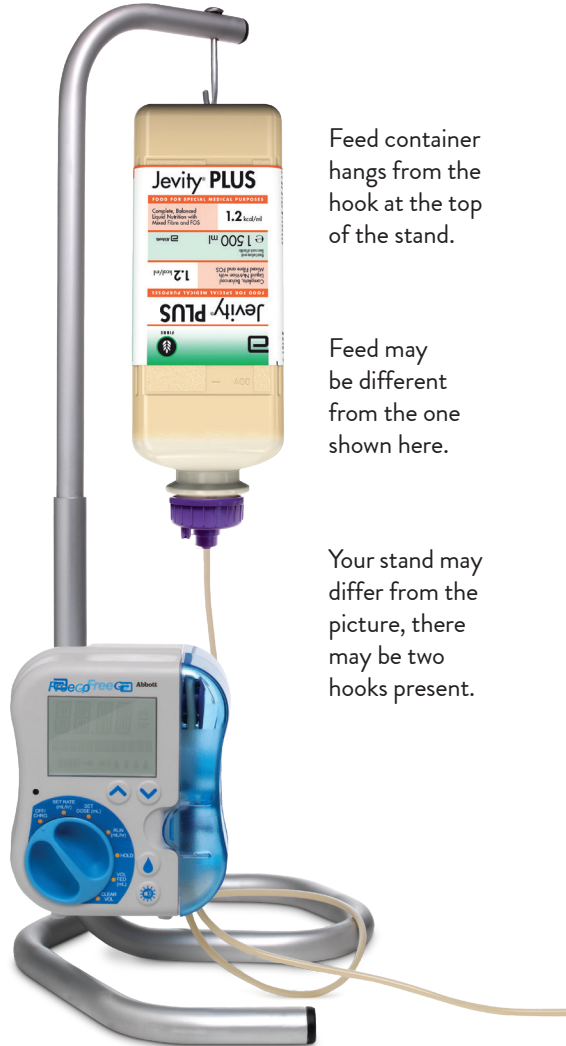
The stand is in two parts.



Depress the locking button and slide the parts together.



Stand is correctly assembled when the locking button pops through the hole.



Feed container hangs from the hook at the top of the stand.

Feed may be different from the one shown here.

Your stand may differ from the picture, there may be two hooks present.

Correct position of pump, feed and stand when assembled.

PREPARE THE ABBOTT FreeGo® PUMP



Attach power cord to pump.



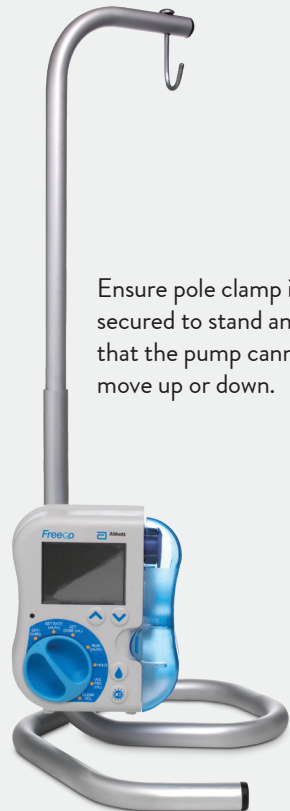
Attach the pole clamp to the back of the pump by screwing it into the pole clamp socket.



Align the green dot on the pole stand with the pole clamp screw.



Hold the pump in place and tighten the clamp onto the pole by turning the black knob.



Ensure pole clamp is secured to stand and that the pump cannot move up or down.

PLUG IN AND TURN ON



Insert plug into wall socket and Switch on the power supply.



When the pump is powered by the AC/mains a plug icon shows on the LCD and an LED light above the pump dial illuminates. These icons indicate the pump's integral battery is being recharged. During recharging the LCD battery icon will scroll.

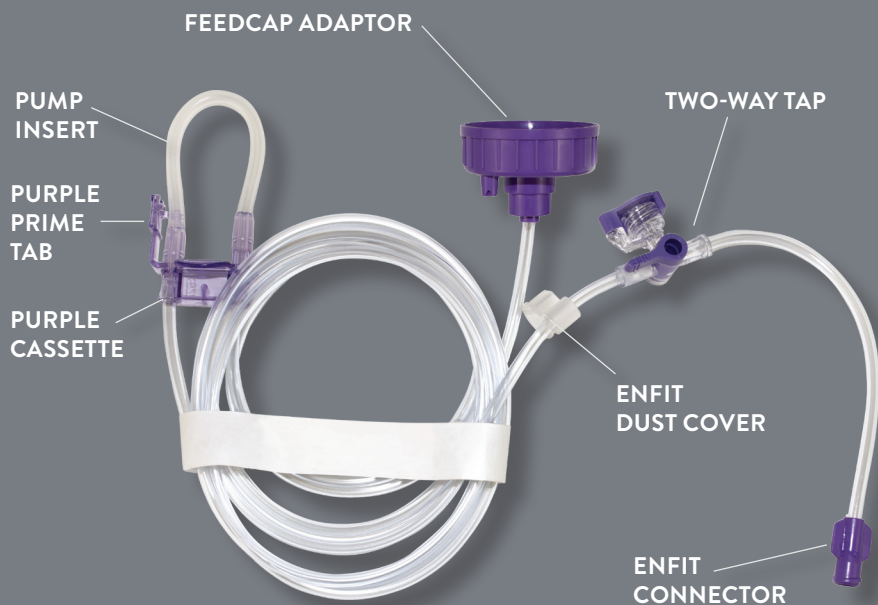
If the battery has been fully depleted it may take up to 2 minutes for the green LED light to illuminate when initially connected to the mains power supply.

Fully-charged, the battery will allow the pump to work in the event of power failure or voluntary disconnection from the mains power supply. Please see page 17 for further details on how long the battery can power the pump.

Please Note:

Turning the pump OFF/ON **MUST NOT** be used to manage any pump alarms/alerts - please refer to Alarms and Alerts Section.

FAMILIARISE YOURSELF WITH THE GIVING SET



BEFORE USING YOUR GIVING SET:

- Check the date on the packaging and do not use if out of date.
- Tear open the packaging from the top.
- Remove paper band and uncurl the giving set, taking care not to kink the tubing.

IMPORTANT

Giving sets can be clearly identified by their purple fittings.

Do not use a giving set unless it has purple fittings.



FEEDCAP ADAPTOR



PUMP INSERT



PURPLE PRIME TAB



PURPLE CASSETTE



TWO-WAY TAP

(also known as the flushing port).



ENFit CONNECTOR

The ENFit connector has a tethered dust cover to keep it covered when not in use.

ATTACH GIVING SET TO THE READY TO HANG (RTH) CONTAINER*



Check the date on the feed
(do not use if out of date).



Shake the container gently.



Unscrew the protective white cap,
taking care not to touch the foil lid.



Do not touch foil with your fingers and
do not pierce it with scissors.



Screw on the feedcap adaptor tightly.
The built-in foil cutter will pierce the foil
automatically.



Hang the container upside down from the
hook on the drip stand.

* RTH is an abbreviation for 'Ready to Hang' (the rigid pre-filled plastic bottles containing your feed).

INSERT GIVING SET CASSETTE INTO PUMP AND PRIME THE GIVING SET



Open the pump door.



Grasp the purple cassette body.



Loop pump insert around wheel, stretching lightly.



Gently pull down on the loop.



Seat purple cassette into pump. Firmly press the tubing to ensure it is fully seated in slots below the cassette.



Close pump door. You will hear a click when the door has been closed properly.



Turn pump dial to **SET RATE** or **SET DOSE**.



Press and hold the Prime button for 2 seconds, then release.

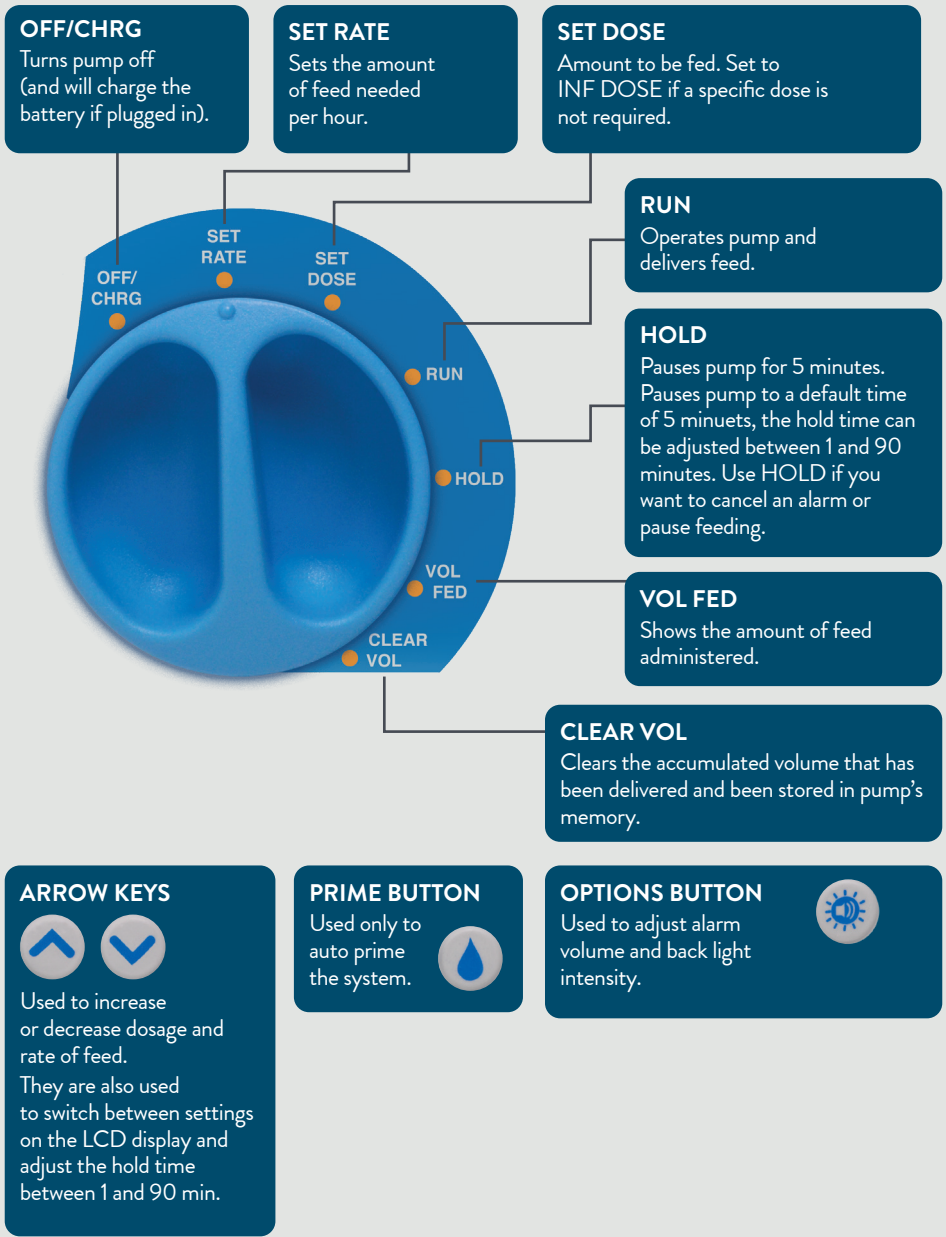
'**PRIMING**' will be displayed. Autoprime will stop when the priming volume has been reached.

To stop the process, press and release the **PRIME** button.

Please Note: The 'Prime' feature **MUST NOT** be used to manage any pump alarms/alerts - please refer to Alarms and Alerts Section.

Please Note: Additional steps need to be taken before the start of each feeding session - please refer to page 11.

SUMMARY OF CONTROLS AND FUNCTIONS



SET RATE AND SET DOSE FUNCTIONS



Turn pump dial to SET RATE.



Select flow rate by pressing the Up or Down arrows. Keeping an arrow depressed will cause the scroll rate to increase.



Turn dial to SET DOSE.



Set the desired dose by using the Up or Down arrows.

If your healthcare professional tells you not to set a dose, depress the Down arrow until INF DOSE is displayed (pump will feed until the container is empty).

ADDITIONAL INSTRUCTIONS IF YOU ARE INTERRUPTING A FEEDING SESSION

If the pump is turned off and on or if the cassette door is opened for any reason the steps below must be taken. (you do not need to take these additional steps if you interrupt the feed by using the **HOLD** function **ONLY**).

- a) Disconnect the giving set from the patient's feeding tube.
- b) Position a cup under the ENFit connector. With the pump dial in the SET RATE or SET DOSE position, press and hold the prime button for 5 seconds until you see feed flowing into a cup. If the feed is not flowing into the cup, consult the Instructions for Use for troubleshooting and repeat this step.
- c) After confirming that feed is flowing into the cup you can continue to start the feeding session.
- d) Once the giving set is connected to the patient; check that the feeding tube is open to the patient, any clamp on the feeding tube is open, and if the giving set has a flush port ensure it is in the correct position for feeding.

Do not turn the pump off and do not open the pump door before starting the feeding session.

ADDITIONAL INSTRUCTIONS FOR PRIMING THE PUMP AT THE START OF EACH FEEDING SESSION

Additional steps need to be taken before the start of each feeding session:

- Position a cup under the ENFit connector. With the pump dial in the SET RATE or SET DOSE position, press and hold the prime button for an additional 5 seconds until you see feed flowing into a cup. If the feed is not flowing into the cup, consult the Instructions for Use for troubleshooting and repeat this step.
- After confirming that feed is flowing into the cup you can continue to start the feeding session.



Flush your feeding tube as directed. Remove dust cover. Connect ENFit giving set end to your feeding tube.

Check that the feeding tube is open to the patient, any clamp on the feeding tube is open, and if the giving set has a flush port ensure it is in the correct position for feeding.

Do not turn the pump off and do not open the pump door before starting the feeding session.



Turn the dial to RUN to start feeding. Four drop icons will scroll in the lower right hand corner of the display while feed is running.

Please Note: Feed delivered during priming is not captured in the “volume fed” display; as such, a small variation between the feed volume hung and “volume fed” display should be anticipated.

VOL FED AND CLEAR VOL SETTINGS

VOL FED

Lets you check how much accumulated feed you have delivered during a feeding session.



Turn the dial to **VOL FED** and the display will indicate how much feed you have delivered.



To continue feeding, turn the dial back to **RUN**.

Do not turn the pump off and do not open the pump door before re-starting the feeding session.

CLEAR VOL

Resets **VOL FED** display to zero.



To reset the **VOL FED** counter to zero, turn the dial to **CLEAR VOL** (the volume will clear after a 5 second count down on display).



To continue feeding, turn the dial back to **RUN**.

Do not turn the pump off and do not open the pump door before re-starting the feeding session.

EVERYDAY CARE OF YOUR PUMP

The pump should be cleaned every day after use and immediately after spills occur.



Before cleaning make sure the pump is off. Switch off mains power and unplug from the wall socket and the pump.



Wipe carefully and thoroughly with a soft damp cloth and warm soapy water.



When you have finished cleaning the pump, it should be reconnected so that the battery can continue charging.

Do not submerge the pump or spray water or cleaning solution into the pump.

For general disinfecting, use 10% solution of 5.25% sodium hypochlorite (household bleach), or 40% solution of ethyl alcohol, or 10% solution of phosphoric acid.

ALARMS/ALERTS: FEED EMPTY

FEED EMPTY

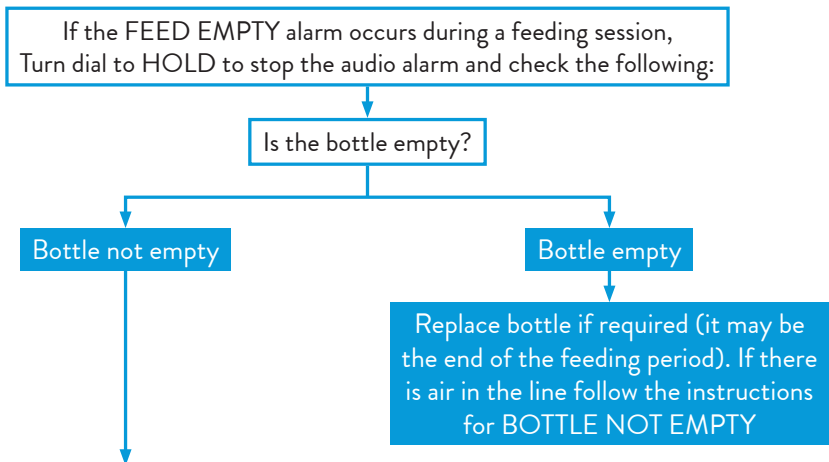


The **FEED EMPTY** alarm occurs if air is detected in the giving set.

If you are just beginning a feeding session:

- Open the door. Gently press the tubing to ensure it is fully seated in slots below the cassette. Close the door firmly.

Follow the steps below for **BOTTLE NOT EMPTY**.



- Turn dial to HOLD to stop the audio alarm.
- Remove giving set from your enteral feeding tube and position a cup under the ENFit connector.
- Prime any air out of the giving set - with the pump dial in the SET RATE or SET DOSE position, press and hold the prime button to expel any air from the giving set (for at least 5 seconds) and confirm feed is feed flowing into the cup.
- Securely re-attach the giving set to your enteral feeding tube.
- Turn dial to RUN to begin feeding.

Or... If you are done feeding:

- Turn dial to OFF/CHRG. This message is displayed because pump was programmed to feed until container is empty (SET DOSE at INF DOSE).

Please Note: Feed delivered during priming is not captured in the “volume fed” display; as such, a small variation between the feed volume hung and “volume fed” display should be anticipated.

ALARMS/ALERTS

Additional steps need to be taken after interrupting the feed by turning the pump off and on or opening the cassette door (you do not need to take this additional step if you interrupt the feed by using **ONLY** the HOLD function). See page 10.

SILENCING THE ALARM



Turn dial to
HOLD to silence
the alarm

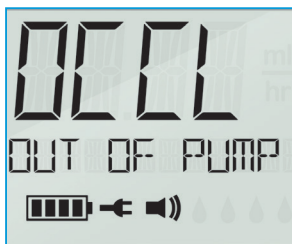
Please follow the instructions in this section to manage any alarms/alerts.

Please Note: The 'Prime' feature or turning the pump OFF/ON **MUST NOT** be used to manage any pump alarms/alerts unless specified in the instructions.

OCCL



If the display shows **OCCL INTO PUMP** and an audio alarm sounds, the feed cannot be delivered due to a blockage between the feed container and the pump.



If the display shows **OCCL OUT OF PUMP** and an audio alarm sounds there is a blockage between the pump and the patient.

- Please note : The FreeGo occlusion alarm is triggered by the accumulation of pressure in the feeding system. At very low flow rates (below 40ml/hr) it may take up to 10 minutes for the FreeGo pump to detect an occlusion.

- 1 Turn dial to **HOLD** to silence the alarm.
- 2 **Open the pump door and remove the giving set cassette from the pump.**
- 3 Check the following:
 - Is the giving set tubing bent or trapped anywhere?
 - Is the two-way tap in the feeding position?
 - Is the clamp open on your feeding tube?
 - Is the feeding tube blocked? To check, disconnect the giving set from the feeding tube and set the pump up ready to feed. RUN the pump into a suitable container. If feed comes out and there is no alarm, it means the pump and giving set are working normally, indicating that the feeding tube may be blocked (contact your healthcare professional if you need advice).
- 4 Once the occlusion cause is identified and resolved, reload the giving set cassette.
- 5 Position a cup under the ENFit connector. With the pump dial in the SET RATE or SET DOSE position, press and hold the prime button for 5 seconds until you see feed flowing into a cup. If the feed is not flowing into the cup, consult the Instructions for Use for troubleshooting and repeat this step.
- 6 After confirming that feed is flowing into the cup you can continue to start the feeding session. **Do not turn the pump off and do not open the pump door before starting the feeding session.**
- 7 Connect the giving set to feeding tube and turn dial to run to recommence feeding.

If you still experience problems, please telephone the **Hospital2Home Freephone Helpline: 0800 0183799** (all calls are free from mobiles and landlines).

ALARMS/ALERTS: DOSE AND BATTERY

DOSE DONE



- **DOSE DONE** means that the dose you entered in SET DOSE is finished. This is normal.
- Turn the dial to HOLD stop the audio alarm.
- If there is more feed to deliver: **Do not turn the pump off and do not open the pump door** turn dial to CLEAR VOL (after 5 seconds, volume will be cleared). Then turn dial to SET DOSE, and use the Up and Down arrows to set the remaining dose to be delivered.

OR

- If you wish to feed until the container is empty, set the dose to INF DOSE by selecting SET DOSE and depressing the Down arrow until INF DOSE is displayed.
- If dose is set to INF DOSE this alarm will not alert.

BATTERY



- **BATT LOW BATTERY** means that the pump's internal battery needs recharging.
- Approximately 20 minutes of battery operation remain.
- Connect to mains power and continue feeding.
- If CHRGE PLEASE WAIT is displayed, please wait until PUMP READY TO USE is displayed.
- A fully charged battery will power the pump for about 24 hours at a feed rate of 125ml/h. The battery charges fully in about 6 hours.
- **BATT BATT EMPTY** means that the battery is depleted and the pump has stopped feeding.
- Connect to mains power.
- The display will indicate CHRGE PLEASE WAIT until the pump is ready to use.

TROUBLESHOOTING GUIDE

If the pump is turned off and on or if the cassette door is opened for any reason the steps below must be taken. (you do not need to take these additional steps if you interrupt the feed by using the **HOLD** function **ONLY**).

Additional steps:

- a) Disconnect the giving set from the patient's feeding tube.
- b) Position a cup under the ENFit connector. With the pump dial in the SET RATE or SET DOSE position, press and hold the prime button for 5 seconds until you see feed flowing into a cup. If the feed is not flowing into the cup, consult the Instructions for Use for troubleshooting and repeat this step.
- c) After confirming that feed is flowing into the cup you can continue to start the feeding session.
- d) Once the giving set is connected to the patient; check that the feeding tube is open to the patient, any clamp on the feeding tube is open, and if the giving set has a flush port ensure it is in the correct position for feeding.

Do not turn the pump off and do not open the pump door before starting the feeding session.

Screen display	Possible cause	Action to take
ATTN PUMP ON HOLD	This means that hold time has elapsed.	Turn dial to RUN to restart the pump.
BATT BATT EMPTY	This means the pump battery is depleted and the pump has stopped working.	Plug the power cord into a mains outlet and make sure the power is turned on. The display will indicate CHRG PLEASE WAIT until pump is ready to use.
BATT LOW BATTERY	This means the pump battery is nearly empty and approximately 20 minutes of battery operation remain.	Plug the power cord into a mains outlet and make sure the power is turned on.
CHRG PLEASE WAIT	The battery charge is below the minimum level to operate and the pump cannot be used until minimum charge level is reached.	No action to be taken. Pump is available for use when the display indicates PUMP READY TO USE.
DIAL NOT SET	Pump dial is between two dial positions e.g. between RUN and HOLD.	Turn the dial to the desired position directly aligning the two dots (on the dial and pump casing). Continue setting up and operating pump as normal.
DOOR OPEN	This means the set door is open while feeding or priming the giving set.	Turn dial to HOLD and close the set door. Disconnect the giving set from the patient's feeding tube and complete the additional steps above.

Screen display	Possible cause	Action to take
DOSE DONE	This shows the pump has completed delivering the programmed dose.	If you have finished feeding: turn dial to OFF/CHRG as the dose has been delivered (VOL FED has reached your set dose). OR... If there is more feed to deliver: Do not turn the pump off and do not open the pump door turn dial to CLEAR VOL (after 5 seconds, volume will be cleared). Then turn dial to SET DOSE, and use the Up and Down arrows to set the remaining dose to be delivered. Turn dial to RUN to restart the pump. OR... If you wish to feed until the container is empty, set the dose to INF DOSE by selecting SET DOSE and depressing the Down arrow until INF DOSE is displayed. Turn dial to RUN to restart the pump.
ER## SYSTEM FAIL	This indicates a pump malfunction.	You should remove the pump from the patient immediately. Turn the dial to OFF/CHRG and contact Abbott.
FEED EMPTY	This means that air has been detected in the giving set.	If you are just beginning a feeding session: • Open the door. Gently press the tubing to ensure it is fully seated in slots below the cassette. Close the door firmly. • Disconnect the giving set from the patient's feeding tube and complete the additional steps as per page 18. OR... If there is more food to deliver: • Turn dial to HOLD to stop the audio alarm. Do not turn the pump off and do not open the pump door. • Remove giving set from your enteral feeding tube and position a cup under the ENFit connector. • Prime any air out of the giving set - with the pump dial in the SET RATE or SET DOSE position, press and hold the prime button to expel any air from the giving set (for at least 5 seconds) and confirm feed is feed flowing into the cup. • Securely re-attach the giving set to your enteral feeding tube. • Turn dial to RUN to begin feeding. OR... If you are done feeding: • Turn dial to OFF/CHRG. This message is displayed because pump was programmed to feed until container is empty (SET DOSE at INF DOSE). • Please Note: Feed delivered during priming is not captured in the "volume fed" display; as such, a small variation between the feed volume hung and "volume fed" display should be anticipated.
LOCK PUMP LOCKED	Lock-out disables the SET RATE, SET DOSE and CLEAR VOL dial settings, as well as the pump's prime features.	Turn dial to SET RATE or SET DOSE. Deactivate the lock by pressing the Up and Down arrows simultaneously. Repeat these steps to reactivate the lock feature.

Screen display	Possible cause	Action to take
NO CASSETTE	This means that either there is no cassette installed or that the cassette was installed incorrectly when attempting to run pump or prime giving set.	Turn dial to HOLD and insert cassette correctly and close set door. Disconnect the giving set from the patient's feeding tube and complete the additional steps as per page 18. Turn dial to RUN to start pump, or attempt to prime the giving set again as per IFU and page 8 and page 11.
OCCL INTO PUMP or OCCL OUT OF PUMP	Flow has stopped due to blockage between the feed container and the pump, or between the pump and the patient.	Turn control dial to HOLD. <u>Remove giving set from pump.</u> Clear obstruction; check for kinked tubing or empty container. Reinstall giving set. Disconnect the giving set from the patient's feeding tube and complete the additional steps as per page 18. If this alarm appears during priming, attempt to prime the giving set again and complete the additional steps as per page 18. Then connect the giving set to the enteral feeding tube. Turn dial to RUN to begin feeding.
PUMP READY TO USE	The battery charge has reached the minimum level to operate and the pump can now be used.	Turn dial to any position to clear message. Confirm all settings are accurate. Turn dial to RUN to continue feeding.
– HOLD MINUTES	This display counts down the remaining time the pump will be on hold.	Turn dial to HOLD. If desired, adjust the HOLD timer to any duration (in 1 minute intervals), between 1 to 90 minutes by using the Up and Down arrows.

IMPORTANT CONTACT NUMBERS

Dietitian:

Other healthcare professional:

Hospital2Home Freephone Helpline

0800 0183799

Other:

Hospital2Home Freephone Helpline: 0800 0183799
(all calls are free from mobiles and landlines)

If you have any problems setting up your Abbott FreeGo[™] pump and feeding system, please telephone the **Hospital2Home Freephone Helpline: 0800 0183799** (all calls are free from mobiles and landlines).

FreeGo®

Freedom for life

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