

PROCEDURES FOR MEDICATION ADMINISTRATION

PROCEDURE FOR ADMINISTERING ALL MEDICATIONS

1. Wash your hands and gather needed supplies.
2. Remove the individual's medication(s) from the medication storage area.
3. Check the label on the bottle or card and select the medication to be administered.
4. Compare the medication administration record with the label to make sure they correlate. If there is a discrepancy, call the service coordinator before giving the medication.
5. Identify the individual and explain what is to be done.
6. Observe the individual to see if there is anything that needs to be reported to the guardian or doctor before giving the medication.
7. Do not touch the medication with your hands.
8. Follow the specific instructions listed for each type of medication to be given.
9. Throw away used disposable supplies.
10. Put the individual's medications back in the medication storage area and secure it.
11. Wash your hands.
12. Chart the medication administered on the medication administration record.

PROCEDURE FOR ADMINISTERING ORAL MEDICATIONS

To give tablets or pills:

- Check the label. Pour the correct number of pills or tablets into the lid of the medication container, pour the pills into the medication cup and put the cap back on the bottle.
- When removing medication from a blister pack, hold the medication cup under the correct blister and punch the medication directly into the cup. Document date, time and initials next to the blister that the medication was removed from.
- Check the label.
- Identify the individual and give the medication with a full glass of water (or other specified liquid).
- Watch the individual swallow the medication.

To give Lozenges:

- Check the label and unwrap the lozenge (if necessary) and put it in a medication cup.
- Identify the individual and tell the individual to place the lozenge on their tongue.
- Tell the individual to keep the lozenge in their mouth until it is completely dissolved.
- Do not give water with lozenges or immediately after.

To give Sublingual tablets:

- Check the label and pour the correct number of tablets into the lid of the medication bottle, then pour the tablets into a medication cup and replace the lid on the bottle.
- When removing medication from a blister pack, hold the medication cup under the correct blister and punch the medication directly into the cup. Document date, time and initials next to the blister that the medication was removed from.
- Check the label.
- Identify the individual and tell them what you are going to do.
- Using a glove, place the tablet under the individual's tongue to dissolve.
- Tell the individual not to chew the tablet.
- Do not give water with sublingual medications.

To give liquid medication:

- Check the label on the bottle, and then turn the label away from you.
- At eye level, carefully pour the correct amount of the liquid medication into a graduated plastic med cup or into a medication spoon.
- Check the label and put the cap back on the bottle.
- Give the liquid medication.
- Water is not given with some liquid medications. Check directions on the bottle.
- If a medication spoon has been used, wash it with soap and warm water.

PROCEDURE FOR ADMINISTERING SKIN MEDICATIONS

1. Position the individual as indicated.
2. Check the area to which medication is to be applied. Call the service coordinator or guardian if the condition has worsened. If there are concerns, the doctor should be contacted before applying the medication.
3. When indicated, wash the area to which medication is to be applied with soap and warm water. Dry the area if indicated.
4. Check the label and apply the medication to a Q-tip, tongue blade, gauze square or to disposable gloves, whichever is most appropriate. Never use the bare hands to apply topical medications.
5. Close the medication container and put back in the individual's medication supply.
6. Apply the medication.

PROCEDURE FOR ADMINISTERING EYE DROPS

1. Have the individual sit or lie down.
2. Observe affected eye(s) for any unusual condition, which should be reported to the guardian or doctor prior to medication instillation.
3. Position the individual with head back and looking up.
4. Put on gloves.
5. When indicated, cleanse eye with clean tissue, wiping from inner corner outward once. If drops are to be instilled into both eyes, a clean tissue is used for each eye.
6. Check the label and open the bottle.
7. To administer the eye drops:
 - Separate lids by raising upper lid with forefinger and lower lid with thumb.
 - Approach the eye with the dropper from below the eye, outside of the individual's field of vision.
 - Do not allow the dropper to touch the eye.
 - Apply drop(s) gently near the center of the lower lid, not allowing drop(s) to fall more than one inch before striking eye.
 - Ask the individual to keep eyes gently closed for a few minutes.
8. Close the medication container.
9. Wipe off excess medication from the eye with a clean tissue, using a separate clean tissue for each eye if the medication is administered to both eyes.

PROCEDURE FOR ADMINISTERING EYE OINTMENT

1. Have the individual sit or lie down.
2. Observe affected eye(s) for any unusual condition which should be reported to the doctor prior to medication application.
3. Position the individual with head back and looking upward.
4. Put on gloves.
5. When indicated, cleanse the eye with clean tissue, wiping from inner corner outward once. If ointment is to be applied to both eyes, a clean tissue is used for each eye.
6. Check the label and remove the cap.
 - Retract lower lid.
 - Approach the eye from below, outside the individual's field of vision.
 - Apply ointment in a thin layer along the inside of the lower lid.
 - Do not allow the medication container to touch the eye.
7. Position the individual comfortably and ask him/her to keep eyes closed gently for a few minutes.
8. Replace the cap on the medication and put it back in the storage area.

PROCEDURE FOR ADMINISTERING EAR DROPS

1. Position the individual:
 - if lying in bed, put bed flat and turn head to opposite side.
 - if sitting in chair, tilt head sideways until ear is as horizontal as possible.
2. Put on gloves.
3. Clean entry to ear canal with a clean tissue or cotton ball when indicated.
4. Observe the affected ear for any unusual condition which should be reported to the doctor prior to ear drop instillation.
5. Check the label and draw up the ordered amount of medication into the dropper, if applicable.
6. Administer the ear drops by pulling the ear gently backward and upward and instilling the number of drops ordered into the ear canal. Do not contaminate the dropper by touching any part of the ear.
7. Have the individual remain in the required position for five minutes.
8. If drops are ordered for both ears, wait at least five minutes before putting drops in the second ear, repeating the procedure.
9. Replace cap and put the medication back in the storage area.

PROCEDURE FOR ADMINISTERING RECTAL MEDICATIONS

1. Check the label and return remaining supply of medication to the storage area.
2. Make sure storage area is secure.
3. Ensure privacy when administering the medication.
4. Identify the individual and explain what is to be done.
5. Position the individual on their left side.
6. Put on disposable glove or finger cot.
7. Remove suppository from the wrapper or foil, if applicable.
8. Lubricate tip of the suppository with a water-soluble lubricant (such as K-Y jelly).
9. Insert suppository into the rectum beyond the sphincter, pushing it in gently with gloved finger.
10. Encourage relaxation by instructing the individual to breathe slowly through their mouth.
11. Withdraw finger, press tissue against anus until the urge to expel subsides.

PROCEDURE FOR ADMINISTERING VAGINAL MEDICATIONS

1. Check the label, and place the prescribed medication dose in the applicator. To make insertion easier, the suppository or applicator tip may be lubricated with water or water-soluble lubricating jelly (such as K-Y jelly).
2. Return remaining medication to the storage area and secure the area.
3. Identify the individual and explain what is to be done. Ask the individual to urinate before beginning procedure.
4. Put on gloves.
5. Ensure privacy and position the individual properly on her bed, lying on her back with knees flexed and legs apart.
6. If discharge is noted:
 - Soak several cotton balls in warm soapy water.
 - Separate the labia with one hand and working from front to back clean the left side of the labia, using a downward stroke. Discard cotton ball.
 - Using a fresh cotton ball, repeat the procedure for the right side of the labia and then the center of the labia.
 - Be sure to use a clean cotton ball for each stroke.
7. Separate the labia with one hand. Insert the applicator into the vagina with your other hand. Advance the applicator about 2 inches, angling slightly toward the back.
8. Push the plunger to insert the medication. Remove the applicator.
9. Encourage the individual to remain lying down for about 30 minutes so the medication can be absorbed.
10. If applicator is not disposable, wash it with soap and warm water.