

Administration of Eye Medications Practice

Student Name: _____ Date: _____/_____/20 _____

Scoring Key: ✓ = Successful completion ✗ = Unsuccessful completion NA = Not Applicable

IF INDIVIDUAL IS NOT INDEPENDENTLY SELF-MEDICATING the authorized staff person:

Pre-Preparation

- () 1. Chooses an area appropriate to administer medications. (May be done verbally in the classroom.)
- () 2. Attends to task of administering medications even with distraction.
- () 3. Reviews Individual Service Plan (ISP)/Training Program for individual in Self-Administration of Medication. Reviews Individual Service Plan (ISP/Training Program for individual in Self-Administration of Medication.

Preparation

- () 4. Gathers necessary materials for administering medication(s). (Eye dropper [may need to be sterile], facial tissue)
- () 5. Removes medication from locked storage and re-locks storage cabinet/container.
- () 6. Obtains the correct Medication Administration Record (MAR) for the individual receiving medication(s).
 - () a. Matches the individual's name on the MAR with the individual's name on the medication container.
 - () b. Identifies individual by checking and matching the name/picture on the MAR. (Uses the most appropriate identification method considering any communication limitations.)
 - () c. Checks the MAR for allergies to make sure the individual is not allergic to the medication.
 - () d. Check the MAR for required pre-administration procedures (pulse, B/P, etc) and completes it/them before administering medication(s).
 - () e. Checks the MAR for any restrictions related to medication administration.
- () 7. As appropriate, teaches self-administration procedure to individual according to the ISP/Training Program Protocol.
- () 8. Observes the individual before administration for later documentation and for conditions that may preclude safe administration. If such conditions are present, does not administer the medication, reports the condition immediately to the nurse and follows agency policy. If conditions indicate that medication administration is safe, continues the medication administration process.
- () 9. Washes hands before preparing the medication(s).

Administration of Medication

- () 10. Checks, by reading/matching MAR information and stating aloud (or murmuring), the “7 Rights” of

Training Program

Medication Administration (Individual/Person, Record, Drug, Dose, Time scheduled, Route, Texture) at each of the following steps.

- () a. When removing medication container from box/basket/cabinet.
- () b. Just before drawing the eye drops into the eye dropper. With eye ointments, checks and matches the MAR information when taking the cap off the ointment container.
- () c. Just before returning medication container to box/basket/cabinet.
- () 11. Administers the EYE DROPS MEDICATION BY EYE DROPPER correctly by:
 - () a. gently shaking the eye medication to mix the medication.
 - () b. having the individual, while sitting, tilt her/his head backward and look up. If individual is unable to sit, has s/he lie down.
 - () c. drawing the proper amount of medication into the dropper.
 - () d. gently pulling the lower lid away from the eye forming a pouch.
 - () e. without touching the eye or eye pouch, places the eye dropper tip just over the lower eye lid pouch, gently squeezes the dropper's rubber bulb to administer the prescribed amount into the pouch.
 - () f. for five minutes either:
 - 1) having the individual gently close her/his eye or
 - 2) having the individual keep the eye open by pressing a finger against the inner corner of the eyelid and the side of the nose to prevent the medication from entering the tear duct and draining away.
 - () g. giving the individual a clean facial tissue to wipe away any excess medication.
 - () h. repeating this procedure for the other eye if prescribed.
- () 12. Administers the EYE OINTMENT correctly by:
 - () a. having the individual, while sitting, tilt her/his head backward and look up. If individual is unable to sit, has s/he lie down.
 - () b. gently pulling the lower lid away from the eye forming a pouch.
 - () c. without touching the eye or the eye pouch, squeezing the ointment tube gently to administer the prescribed amount ($\frac{1}{4}$ to $\frac{1}{2}$ inch) into the pouch.
 - () d. having the individual gently close her/his eye. Vision may be blurred for several minutes.
 - () e. giving the individual a clean facial tissue to wipe away any excess medication.
 - () f. repeating this procedure for the other eye if prescribed.
- () 13. Observes the individual for immediate reaction to the medication
- () 14. **Documentation** – marks the MAR for each medication immediately following medication administration indicating the individual has taken the medication.
- () 15. Cleans up the area and secures the medications in the locked container/storage/cabinet.

IF INDIVIDUAL IS SELF-MEDICATING the authorized staff person:

- () 1. Observes the individual before administration for later documentation and for conditions that may preclude safe administration. If such conditions are present, does not permit the individual to consume the medication, reports the condition immediately to the nurse and follows agency policy. If conditions indicate that medication administration is safe, permits the individual to consume the medication.
- () 2. Assists the individual to remove her/his medication from the secured/locked storage as needed.
- () 3. If necessary, reviews the safe procedure for administering eye drops or ointments with the individual.
- () 4. If the medication is ADMINISTERED BY EYE DROPPER instruct and/or observe the individual as follows:
 - () a. Draw the prescribed amount of medication into the eye dropper.
 - () b. While sitting or lying down, the individual will tilt her/his head backward and look up.
 - () c. Gently pulls the low lid away from the eye forming a pouch.
 - () d. Without touching the eye or eyelid, positions the eye dropper just outside the formed pouch and gently squeezes the dropper's rubber bulb to administer the prescribed amount into the pouch.
 - () e. The individual, for five minutes, either:
 - 1) gently closes her/his eye or
 - 2) keeps the eye open by pressing a finger against the inner corner of the eyelid and the side of the nose to prevent the medication from entering the tear duct and draining away.

Training Program

- () f. Uses a clean tissue to wipe away any excess medication.
 - () g. Repeats this procedure for the other eye if prescribed.
 - () h. Observe the individual to insure the medication is administered properly. If the authorized staff person observes an error in technique, if possible, she/he prevents the error and instructs the individual in the correct method of administration.
- () 4. If the medication is an EYE OINTMENT instruct and/or observe the individual as follows:
- () a. opens the eye ointment tube.
 - () b. While sitting or lying down, the individual will tilt her/his head backward and looks up.
 - () c. Gently pulls the low lid away from the eye forming a pouch.
 - () d. Without touching the eye or eyelid, positions the tip of the ointment tube just outside the formed pouch and gently squeezes the tube to administer the prescribed amount ($\frac{1}{4}$ to $\frac{1}{2}$ inch) into the formed pouch.
 - () e. The individual, for five minutes, either:
 - 3) gently closes her/his eye or
 - 4) keeps the eye open by pressing a finger against the inner corner of the eyelid and the side of the nose to prevent the medication from entering the tear duct and draining away.
 - () f. Uses a clean tissue to wipe away any excess medication.
 - () g. Repeats this procedure for the other eye if prescribed.
- () 5. Observe the individual to insure the medications is administered properly and for immediate reaction to the medication. If the authorized staff person observes an error in technique, if possible, she/he prevents the error and instructs the individual in the correct method of administration.
- () 6. **Documentation** – follows agency policy and procedure for documenting medication consumption for an individual who is self-medicating.
- () 7. Cleans up area and secures the medication in the locked container/storage/cabinet.
- () 8. Follows the ISP, makes sure the area is cleaned and the medications are re-secured in a locked container/storage/cabinet.