

**Administration of Topical 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.

Preparation

- ( ) 4. Gathers necessary materials for administering medication(s). (latex gloves, tongue blade(s), etc.)
- ( ) 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(s).
  - ( ) 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 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 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 opening the topical medication(s) according to label directions.
- ( ) c. Just before returning the closed topical medication container to box/basket/cabinet.
- ( ) 11. Applies the medication correctly by:
  - ( ) a. Positioning the individual to expose the affected skin area. Move clothing aside enough to protect the clothing but only enough to expose the affected area.
  - ( ) b<sub>1</sub>. Removing the wrapping from a tongue blade, scoop from the medication container or squeeze a sufficient amount of topical medication from the tube to cover the affected skin area onto the end of the tongue blade.
  - ( ) b<sub>2</sub>. Alternate method: Putting on a latex glove and scoop from the medication container or squeeze a sufficient amount of topical medication from the tube to cover the affected skin area onto a finger(s) of the glove.
  - ( ) c. Spreading the topical ointment on the affected area carefully following application instructions Found on the MAR and/or topical medication container. If directed, places a dressing over the affected area. Remove excess topical medication from the skin with tissue if indicated.
- ( ) 12. Observes the individual for immediate reaction to the medication
- ( ) 13. **Documentation** – marks the MAR for each medication immediately following medication administration indicating the topical medication has been applied.
- ( ) 14. Cleans up area and secures the medications in the locked container/storage/cabinet.

**IF INDIVIDUAL IS SELF-MEDICATING** the authorized staff person:

(**Note:** If the location of the affected skin surface area prevents an individual who is independently self medicating, the authorized staff person can apply the medication, with the individual’s permission, following the directions of the individual. (If the individual gives the staff person incorrect instructions, the staff person should instruct the individual on the correct application method.)

- ( ) 1. Observes the individual before topical medication application for later documentation and for later documentation and for conditions that may preclude safe administration. If topical medication application is not safe, does not permit the individual to apply the topical medication, reports the condition immediately to the nurse and follows agency policy. If conditions indicate that medication administration is safe, permits the individual to apply 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 applying topical medications with the individual.
  - ( ) a<sub>1</sub>. observes the individual remove wrapping from a tongue blade, scoop out an appropriate amount of Ointment from the container or squeeze from the tube a sufficient amount of topical medication to cover the affected skin area on the tongue blade’s end and spread it on the affected area according to the label/MAR instructions.
  - ( ) a<sub>2</sub>. Alternate method: observes the individual put on latex gloves and scoop out an appropriate

**Training Program**

amount of ointment from the container or squeeze from the tube on to the finger(s) of the glove a sufficient amount of topical medication to cover the affected skin area.

- ( ) b. observes 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. Observes the individual spread the topical ointment on the affected area carefully following the Application instructions found on the MAR and/or topical medication container. If necessary, puts a dressing on the affected area.
  
- ( ) 5. Observes the individual remove excess topical medication with a tissue if necessary.
  
- ( ) 6. Observes the individual to assure all affected skin areas are covered with the topical medication.
  
- ( ) 7. 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.
  
- ( ) 8. **Documentation** – follows agency policy and procedure for documenting medication consumption for an individual who is self-medicating.
  
- ( ) 9. Follows the ISP, makes sure the area is cleaned and the medications are re-secured in a locked container/storage/cabinet.