



Division of Developmental Disabilities
Bureau of Clinical Services

Section 8

Appendix C - SKILL STANDARD C

TEACHING MATERIALS

Considerations for Medication Vehicle Selection

Administration of Medication Check Lists

RN PRESENTER'S GUIDE
for

Training Program
for
Authorized Non-licensed Direct Care Staff

Considerations in Selection of a Vehicle for Medication Administration

	Vehicle	Options
Texture	Too course	Chop vehicle until it is the desired texture or select another vehicle.
	Too fine	DO NOT USE. Obtain vehicle of the appropriate texture.
Consistency	Too sticky	Add liquid, condiments, or fats. i.e., add mayonnaise to pasta salad; add butter or milk to mashed potatoes.
	Too runny	Fruits and vegetable that are processed are often too runny. Drain off fluid, add unflavored gelatin, add cookie crumbs (to fruit), add bread crumbs, cracker crumbs, or brand powder.
	Too wet	Blot the vehicle (food) with a paper towel or napkin (before adding medication!) or add bread, cookie crumbs or brand powder.
	Too dry	Add a binder, liquids, condiments, or fats.

Adapted from Beckman & Roberts (1992)

Administration of Oral 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 oral medication(s). (Medication/calibrated cup(s), measuring spoon, fluids, medication “vehicles”).
- () 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 containers/cards.
 - () 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. Checks 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 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 pouring/punching out the correct dose into a medication cup.
- () c. Just before returning medication container to box/basket/cabinet.
- () 11. Administers the medication correctly by:
 - () a. shaking liquids as appropriate to mix them, crushing tablets as necessary, mixing medication with “vehicle”, or pouring accurately into calibrated cups as indicated.
 - () b. instructing the individual on the proper consumption of medication (oral – swallowing with the assistance of a liquid (water) or mixed with a “vehicle”; sublingual – placing medication under the tongue and permitting it to dissolve there; Troche/Lozenge held in mouth until dissolved.)
 - () c. administering her/his medication.
 - () d. assisting the individual as needed.
- () 12. Observes the individual for immediate reaction to the medication
- () 13. **Documentation** – marks the MAR for each medication immediately following medication administration indicating the individual has taken the medication.
- () 14. Cleans up 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, continues the medication administration process
- () 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 oral medications with the individual.
 - () a. observes the individual to shake liquids as appropriate to mix them, crush tablets as necessary, mix medication with “vehicle”, or pour accurately into calibrated cups as indicated.
 - () b. observes the individual properly consume of medication (oral – swallow with assistance liquid such as water or mixed with a “vehicle”; sublingual – place medication under the tongue and let it to dissolve there; Troche/Lozenge hold in mouth until dissolved.)
- () 4. Observes 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.
- () 5. **Documentation** – follows agency policy and procedure for documenting medication consumption for an individual who is self-medicating.
- () 6. Follows the ISP, makes sure the area is cleaned and the medications are re-secured in a locked container/storage/cabinet.

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.
 - () b₁. 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.
 - () b₂. 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.
 - () a₁. 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.
 - () a₂. Alternate method: observes the individual put on latex gloves and scoop out an appropriate

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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.

Administration of Ear 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). (eye dropper, cotton balls, facial tissues cleansing 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 containers/cards.
 - () 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 pouring/punching out the correct dose into a medication cup.
- () c. Just before returning medication container to box/basket/cabinet.
- () 11. Administers the EAR DROPS MEDICATION BY EYE DROPPER correctly by:
 - () a. gently shaking the ear medication to mix the medication.
 - () b. positioning the individual: If sitting, has s/he tilt her/his head sideways until the ear is as Horizontal as possible. If lying on a bed, has the bed flat and the individual's head turned so the affected ear is up.
 - () c. gently cleansing the ear canal with a clean wipe.
 - () d. drawing the medication into the dropper.
 - () e. straightening the ear canal by gently pulling the earlobe up and back.
 - () f. resting a finger of the hand holding the dropper on the ear to position the dropper just outside the Ear canal and aiming the drop inline with the ear canal.
 - () g. administering the prescribed amount of medication by gently squeezing the dropper's rubber bulb.
 - () h. having the individual maintain their head position for three minutes with the effected ear upwards. If both ears are to be treated, having the individual wait for at least five minutes beyond the three minutes before doing the other ear.
 - () i. checking the individual to determine if s/he wishes/needs a cotton ball(s) for the affected ear(s) to prevent leakage, provided the individual does not have a behavior (i.e. pica) or disease that precludes this.
- () 12. Observes the individual for immediate reaction to the medication.
- () 13. Documentation – marks the MAR for each medication immediately following medication administration indicating the individual has taken the medication.
- () 14. Cleans up 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 medications with the individual.
- () 4. If the medication is ADMINISTERED BY EYE DROPPER instruct and/or observe the individual as

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follows:

- () a. cleans the ear canal with a clean wipe.
- () b. draws the prescribed amount of medication into the eye dropper.
- () c. positions her/him-self in a chair or flat bed with her/his head turned sideways until the ear is as horizontal as possible.
- () d. rests the fingers of the hand holding the dropper on the ear to enable her/him to position the Dropper just outside the ear canal and aim the dropper inline with the ear canal.
- () e. administers the ear medication.
- () f. maintains her/his head position for three minutes. If both ears are to be treated, s/he waits for at Least five minutes beyond the three minutes before administering medication to the other ear.
- () 5. Check the individual to see if s/he wishes/needs a cotton ball(s) for the affected ear(s) to prevent leakage, provided the individual does not have a behavior (i.e. pica) or disease that precludes this.
- () 6. 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.
- () 7. **Documentation** – follows agency policy and procedure for documenting medication consumption for an individual who is self-medicating.
- () 8. Follows the ISP, makes sure the area is cleaned and the medications are re-secured in a locked container/storage/cabinet.

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

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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 closer 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.

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- () 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.

Administration of Nasal 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 nasal medication(s). (Eye droppers, 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 containers/cards.
 - () 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 Medication Administration (Individual/Person, Record, Drug, Dose, Time scheduled, Route, Texture) at each of the following steps.

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- () a. When removing the nasal medication container from box/basket/cabinet.
- () b. Just before opening the nasal medication container.
- () c. Just before returning the closed nasal medication container to box/basket/cabinet.
- () 11. Administers the NASAL MEDICATION BY EYE DROPPER correctly by:
 - () a. having the individual clear her/his nose by blowing it gently into a tissue.
 - () b. having the individual, while sitting, tilt her/his head backward, and/or to the side if the medication Needs to reach one or the other sinuses. If unable to sit, has s/he lie down and places a rolled towel or pillow beneath the neck.
 - () c. drawing the proper amount of medication into the dropper.
 - () d. instructing the individual to breathe through her/his mouth as the drops are instilled.
 - () e. placing the eye dropper tip just outside the nasal passage and squeezing the dropper's rubber bulb To administer the prescribed amount.
 - () f. having s/he keep her/his head back and/or to the side for 2 to 4 minutes. S/he should not blow her/his nose just after receiving the nasal medication.
 - () g. repeats the above for the other nostril if prescribed.
- () 12. Administers the NASAL MEDICATION BY PUMP BOTTLE SPRAY correctly by:
 - () a. having the individual clear her/his nose by blowing it gently into a tissue.
 - () b. before use, shaking the pump bottle to mix the medication.
 - () c. making sure the pump is delivering a fine mist by squirting the pump into the air until a fine mist is obtained.
 - () d. having the individual breathe out slowly while sitting with her/his head tilted slightly forward.
 - () e. placing the tip of the pump bottle spray nozzle just into the nostril and having the individual occlude the opposite nostril if s/he is able. If the individual is not able to occlude the nostril, does it for her/him.
 - () f. having the individual slowly inhale through the open nostril as the spray pump nozzle is pushed.
 - () g. Repeat the above procedure for the other nostril if ordered.
- () 13. Administers the NASAL MEDICATION BY A PRESSURIZED CANISTER correctly by:
 - () a. having the individual clear her/his nose by blowing it gently into a tissue.
 - () b. before use, shaking the canister to mix the medication.
 - () c. having the individual breath out slowly while holding her/his head upright.
 - () d. aiming the pressurized canister's nozzle just outside one nostril and either occluding the opposite Nostril with her/his unused hand or having the individual occlude the opposite nostril.
 - () e. having the individual inhale slowly through the open nostril as the nozzle is pressed to deliver the Medication.

- () f. telling the individual not to blow her/his nose just after receiving the nasal medication.
 - () g. repeats the above for the other nostril if prescribed.
 - () 14. Observes the individual for immediate reaction to the medication
 - () 15. **Documentation** – marks the MAR for each medication immediately following medication administration indicating the individual has taken the medication.
 - () 16. Cleans up area and secures the medications in the locked container/storage/cabinet.
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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 medications with the individual.
- () 4. If the is administered by NASAL MEDICATION BY EYE DROPPER instruct and/or observe the individual as follows:
 - () a. clears her/his nose by blowing it gently.
 - () b. draws the prescribed amount of medication into the dropper.
 - () c. while sitting, tilts her/his head backward, and/or to the side if the medication needs to reach one or the other sinus.
 - () d. breaths through her/his mouth as she/he administers her/his nasal medication.
 - () e. places the dropper's tip just outside the nasal passage and squeezes the dropper's rubber bulb to administer the prescribed amount of medication.
 - () f. keeps her/his head back or to the side for two to four minutes and does not blow her/his nose just after receiving the nasal medication.
 - () g. repeats the above for the other nostril if prescribed.
- () 5. If the is administered by NASAL MEDICATION BY PUMP BOTTLE SPRAY instruct and/or observe the individual as follows:
 - () a. clears her/his nose by blowing it gently.
 - () b. before using, shakes the bottle to mix the medication.
 - () c. squirts the pump into the air to until it delivers a fine mist.
 - () d. breathes out slowly while sitting with her/his head tilted slightly forward.
 - () e. places the tip of the pump bottle spray nozzle just into the nostril and occludes the opposite nostril

Training Program

- with her/his free hand.
- () f. inhales slowly through the open nostril as the spray pump nozzle is pushed.
 - () g. does not blow her/his nose just after using the nasal medication
 - () h. repeats the above procedure for the other nostril if ordered.
- () 6. If the is administered by NASAL MEDICATION BY PRESSURIZED CANISTER instruct and/or observe the individual as follows:
- () a. clears her/his nose by blowing it gently.
 - () b. before using, shakes the canister to mix the medication.
 - () c. breathes out slowly while sitting with her/his head upright.
 - () d. aims the pressurized canister's nozzle just outside one nostril and occludes the opposite nostril with her/his free hand.
 - () e. inhales slowly through the open nostril as she/he presses the nozzle to deliver the medication.
 - () f. does not blow her/his nose just after using the nasal medication
 - () g. repeats the above procedure for the other nostril if ordered.
- () 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.

Administration of Inhalant 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). (facial tissues)
- () 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 inhalant medication container from box/basket/cabinet.

Training Program

- () b. When preparing the inhalant medication for administration.
 - () c. Just before returning the disassembled inhalant medication container to box/basket/cabinet.
 - () 11. Administers the medication correctly by:
 - () a. attaching the stem of the canister to the mouthpiece so the inhaler looks like an “L”.
 - () b. shaking the canister to distribute the drug within the pressurized chamber.
 - () c. having she/he slowly exhale through pursed lips.
 - () d. having the individual seal her/his lips around the mouthpiece with the canister base pointing up.
 - () e. assuring that the individual’s lips are still sealed around the mouthpiece, compressing the canister between the thumb and fingers and instructing the individual to inhale and continue inhaling for as long as possible.
 - () f. releasing the pressure on the canister, gently withdraw the mouthpiece from the individual’s lips.
 - () 12. Observes the individual for immediate reaction to the medication
 - () 13. **Documentation** – marks the MAR for each medication immediately following medication administration indicating the individual has taken the medication.
 - () 14. Cleans up area and secures the medications in the locked container/storage/cabinet.
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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 medications with the individual. The authorized staff person observes the individual:
 - () a. assemble the canister stem to the hole of the mouthpiece so the inhaler looks like an “L”.
 - () b. shake the canister to distribute the drug within the pressurized chamber.
 - () c. slowly exhale through pursed lips.
 - () d. seal her/his lips around the mouthpiece.
 - () e. compress the canister between her/his thumb and fingers and inhales at the same time.
 - () f. release the pressure on the canister, withdraws the mouthpiece, and continues inhaling as long as possible.
 - () g. hold her/his breath for a few seconds and then exhale slowly through pursed lips

- () h. disassemble the inhaler, recap the canister and replace it in the locked cabinet/container.
- () 4. Observes 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.
- () 5. **Documentation** – follows agency policy and procedure for documenting medication consumption for an individual who is self-medicating.
- () 6. Follows the ISP, makes sure the area is cleaned and the medications are re-secured in a locked container/storage/cabinet.