

**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.