

Medication Administration

Terms

MAR - Medical Administration Record

PO-by mouth

PR – per rectal

PRN – as needed

c– with

p – after

q - every

D – daily

BID – twice per day

TID – Three times per day

QID – four times daily

Side effects - natural, expected, unavoidable effects that accompany the intended effects of a drug

Adverse Reaction - a dangerous or unexpected (unusual) effect of a drug (which should be reported to the RN or supervisor)

OTC – over the counter

HS – at night

et - and

Basic Hand washing Steps

1. Wet hands and wrists under running water (fingertips down and hands lower than elbows)
2. Apply soap. Work up a good lather, spread over hands and wrists, in-between fingers and 2 inches above the wrist. Use a rotating/rubbing motion for at least 30 seconds.
3. Rinse one hand at a time, finger tips down.
4. Dry each hand, then use the paper towel to turn faucet off. Discard paper towels without touching the faucet.

Guidelines for Med Administration

- Give medications only as ordered by a physician
- Only the RN may take orders
- For **ALL** medications given, both prescribed and OTC, we need to have a signed doctor's order
- Medications take on average, 30-40 mins for absorption PO (this is only an estimate)

- It is the responsibility of the person administering the medications to know 1) intended use 2) why it is being given 3) side effects/adverse reactions
- It is the responsibility of the person administering the medication to know the conditions of the client.
 - Each MAR should indicate Client ID, DOB, Allergies, Diet, Dr. and Date (Month/year)
- It is the responsibility of the person administering the medication to know the clients 6 Rights
 - Client
 - Dose
 - Medicine
 - Time
 - Route
 - Chart
- Only give medications that **you** dispense or set up
- Read the MAR carefully and observe the 6 rights. If anything is unclear notify the RN
- Read the medication label 3 times
 - When med taken from clients supply
 - When med dispensed
 - When returned to clients supply
- Never take medication from an unmarked or soiled container
- Keep all medication containers closed tightly, report any changes in color, consistency or odor of medication to the RN
- Do not have any client carry or dispense other clients medications
- When administering medications, state their name and tell them what you are giving them (even if you think they are unaware). If they are non-verbal use their photo for identification
- Medications can be given 1 hour before and 1 hour after time ordered. HOWEVER try to give at ordered time
- Medication given daily (such as vitamins, birth control) can be given later in the day if missed in the am.
- Medication cupboard **MUST** be locked at all times
- Report ALL medication errors to the RN or supervisor. A variance report will need to be filled out at time of error. It is not a punishment but legally you are in a better position if you show you promptly addressed the issue. Admit errors. They happen!

Contaminated Medications

- Dispose of immediately by placing medication in a Ziploc or disposable container, and then add water or vinegar covering medication. Pour down the sink with running water. Do all with a witness
- Take a new pill from container and attempt to administer again. Hold (H) if client is nauseated and if Refuses (R) document on MAR
- If the client has vomited medication up, DO NOT attempt to administer again.
- Chart on the back of the MAR (date, time, medication and circumstance of contamination of wasted medication) and initial with witness
- Any medications discontinued or expired need to be sent home with client.

Medication Administration Procedure

1. Wash hands before handling or setting up medications for each consumer
2. Review 6 Rights
3. Handle meds so that your hands and fingers DO NOT come in contact with the tablets or capsules
4. When removing the lids of the medications, ensure that the cover is upright
5. Remember 3 checks
6. Drop the tablet into the medication cup.
7. When pouring liquids, shake well first, then pour with the label upward. Also pour at eye level to ensure accuracy.
8. Identify the consumer (either via verbal or photo) then administer medication. Wear gloves if placing medications directly in the mouth of the client, via feeding tube, via eye drops, via ear drops, PR or transdermal.
9. Remain with the client until all the medication(s) have been swallowed
10. Clean up area
11. Chart medication administration

Charting the Medication

- For each medication given by you, your initials must appear below the correct date and opposite the medication given
- Your initials and full signature (printed clearly) must be documented on each medication sheet
- Chart ALL medications in Black
- If you make an error, draw a line through the error and write above the lined through material, also initial the error. DO NOT SCRIBBLE ERROR OUT!
- Record only AFTER the medication has been given
- When medication is discontinued, write DISC and the date after the last dose administered. With a yellow marker, yellow out the entire section
- When a medication is ordered for a specific length of time (ex: Ampicillin 250 mg 1 tablet TID for 10 days), yellow out all the days of the medication except those 10 days. This helps staff see start and stop date of medication.
- If consumer refuses a medication, place an R in the box and chart the reason for refusal in the notes on the back of the MAR
- PRN medications must be charted on both sides of the MAR. In the notes document why PRN medication given and then chart effectiveness of the medication
- At the end of the shift, look over the MAR and ensure all medications have been given and charting is complete.