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Ahmed Dahir

Toni Stepaniak

## DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

### TABLET/CAPSULE, LOZENGE MEDICATIONS

### RATIONALE

<p>10/7 1. Washed hands.</p> <p>10/7 2. Unlocked medication cabinet.</p> <p>10/7 3. Checked individual's monthly medication sheet to determine medications to be administered.</p> <p>10/7 4. Assembled equipment necessary for administration.</p> <p>10/7 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</p> <p>10/7 6. Checked for allergies to medication.</p> <p>10/7 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="border: none;">10/7</td> <td style="border: none;">Right Individual</td> <td style="border: none;">10/7</td> <td style="border: none;">Right Medication</td> </tr> <tr> <td style="border: none;">+</td> <td style="border: none;">Right Date</td> <td style="border: none;">+</td> <td style="border: none;">Right Time</td> </tr> <tr> <td style="border: none;">+</td> <td style="border: none;">Right Route</td> <td style="border: none;">+</td> <td style="border: none;">Right Dose</td> </tr> </table> <p>10/7 8. Checked expiration date.</p> <p>10/7 9. Identified what to do if medication label does not match medication sheet.</p> <p>10/7 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</p> <p>10/7 11. <b>For medications in a bottle:</b> poured correct number of tablets/capsules into the lid of the medication container and transferred them into a medication cup. <b>For medications in a 'bubble pack':</b> started at the highest number, pushed the correct dosage into a medication cup, and wrote the date and their initials on the card next to the dosage(s) popped out. <b>For lozenges:</b> unwrapped the lozenge and transferred it into a medication cup.</p> <p>10/7 12. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</p> <p>10/7 13. Identified individual prior to administration of medication.</p> <p>10/7 14. Explained to individual what is to be done.</p> <p>10/7 15. Administered correct dose of medication by instructing individual to swallow meds (offered min. 4 oz. water). If the medication is in lozenge form, instructed individual not to chew or swallow; the lozenge needs to dissolve in their mouth.</p> <p>10/7 16. <b>For swallowed medication:</b> remained with individual until medication was swallowed. <b>For lozenges:</b> remained in same area of the individual until the lozenge was completely dissolved. Checked to ensure individual did not chew or swallow the lozenge.</p> <p>10/7 17. Returned medication to locked area.</p> <p>10/7 18. Disposed of used supplies.</p> <p>10/7 19. Washed hands.</p> <p>10/7 20. Charted medication administered correctly.</p>	10/7	Right Individual	10/7	Right Medication	+	Right Date	+	Right Time	+	Right Route	+	Right Dose	<p>1. To prevent the spread of disease.</p> <p>2. To ensure individual safety, medications are kept locked.</p> <p>3. To review correct medication orders.</p> <p>4. To be organized.</p> <p>5. To be informed about the medication being given.</p> <p>6. To avoid giving medication that a person is allergic to.</p> <p>7. To prevent medication errors.</p> <p>8. To avoid administering ineffective medication.</p> <p>9. To know what steps to take.</p> <p>10. To verify accuracy of 1<sup>st</sup> check.</p> <p>11. To follow correct and sanitary procedures for medication administration.</p> <p>12. To verify accuracy of 2<sup>nd</sup> check.</p> <p>13. To avoid giving medication to the wrong individual.</p> <p>14. To ensure individual understands medication procedure.</p> <p>15. To administer medication as ordered.</p> <p>16. To ensure entire dose is taken.</p> <p>17. To ensure individual safety, medications are kept locked.</p> <p>18. To clean the area.</p> <p>19. To prevent the spread of disease.</p> <p>20. To follow policy and procedure on medication administration and documentation.</p>
10/7	Right Individual	10/7	Right Medication										
+	Right Date	+	Right Time										
+	Right Route	+	Right Dose										

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# DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

## TOPICAL/TRANSDERMAL SKIN MEDICATIONS

## RATIONALE

<p>10/7 1. Washed hands.</p> <p>10/7 2. Unlocked medication cabinet.</p> <p>10/7 3. Checked individual's monthly medication sheet to determine medications to be administered.</p> <p>11/7 4. Assembled equipment necessary for administration.</p> <p>10/7 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</p> <p>10/7 6. Checked for allergies to medication.</p> <p>10/7 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>10/7</td><td>Right Individual</td> <td>10/7</td><td>Right Medication</td> </tr> <tr> <td>+</td><td>Right Date</td> <td>+</td><td>Right Time</td> </tr> <tr> <td>+</td><td>Right Route</td> <td>+</td><td>Right Dose</td> </tr> </table> <p>10/7 8. Checked expiration date.</p> <p>11/7 9. Identified what to do if medication label does not match medication sheet.</p> <p>10/7 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</p> <p>10/7 11. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</p> <p>10/7 12. Identified individual prior to administration of medication.</p> <p>10/7 13. Explained to individual what is to be done.</p> <p>10/7 14. Positioned individual if indicated.</p> <p>10/7 15. Observed body area(s) and notified RN of any unusual conditions prior to administration.</p> <p>10/7 16. If indicated, washed and dried affected area.</p> <p>10/7 17. Put on gloves.</p> <p>10/7 18. <b>For ointment or cream:</b> squeezed ointment or cream onto finger or applicator, then applied correct amount of ointment or cream as needed to adequately cover the affected area. Applied medication in a circular motion from the outside of the affected area into the center. New glove or applicator was used for larger areas requiring extra ointment or cream to avoid "double dipping." <b>For transdermal patches:</b> removed old patch and selected new patch site. Unwrapped new patch (signed and dated patch) and applied to clean, dry skin on upper torso (which is free of hair, cuts, sores, or irritation), unless indicated otherwise.</p> <p>10/7 19. Replaced cap on container and avoided contact with other surfaces.</p> <p>10/7 20. Disposed of used supplies.</p> <p>10/7 21. Returned medication to locked cabinet.</p> <p>10/7 22. Washed hands.</p> <p>10/7 23. Charted medication administered correctly.</p>	10/7	Right Individual	10/7	Right Medication	+	Right Date	+	Right Time	+	Right Route	+	Right Dose	<p>1. To prevent the spread of disease.</p> <p>2. To ensure individual safety, medications are kept locked.</p> <p>3. To review correct medication orders.</p> <p>4. To be organized.</p> <p>5. To be informed about the medication been given.</p> <p>6. To avoid giving medication that a person is allergic to.</p> <p>7. To prevent medication errors.</p> <p>8. To avoid administering ineffective medication.</p> <p>9. To know what steps to take.</p> <p>10. To verify accuracy of 1<sup>st</sup> check.</p> <p>11. To verify accuracy of 2<sup>nd</sup> check.</p> <p>12. To avoid giving medication to the wrong individual.</p> <p>13. To ensure individual understands medication procedure.</p> <p>14. To provide comfort and to gain access to correct body area.</p> <p>15. To notify RN of conditions to be monitored.</p> <p>16. To enhance absorption of the medication.</p> <p>17. To avoid staff absorption of the medication.</p> <p>18. To administer medication as ordered and to verify date and person who administered the dose.</p> <p>19. To avoid spillage of medication and to prevent contamination of medication.</p> <p>20. To clean the area.</p> <p>21. To ensure individual safety, medications are kept locked.</p> <p>22. To prevent the spread of disease.</p> <p>23. To follow policy and procedure on medication administration and documentation.</p>
10/7	Right Individual	10/7	Right Medication										
+	Right Date	+	Right Time										
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## DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

### METERED DOSE INHALER

### RATIONALE

<p>10/7 1. Washed hands.</p> <p>10/7 2. Unlocked medication cabinet.</p> <p>10/7 3. Checked individual's monthly medication sheet to determine medications to be administered.</p> <p>10/7 4. Assembled equipment necessary for administration.</p> <p>10/7 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</p> <p>10/7 6. Checked for allergies to medication.</p> <p>10/7 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:</p> <table style="margin-left: 40px;"> <tr> <td>10/7</td> <td>Right Individual</td> <td>10/7</td> <td>Right Medication</td> </tr> <tr> <td>+</td> <td>Right Date</td> <td>+</td> <td>Right Time</td> </tr> <tr> <td>+</td> <td>Right Route</td> <td>+</td> <td>Right Dose</td> </tr> </table> <p>10/7 8. Checked expiration date.</p> <p>10/7 9. Identified what to do if medication label does not match medication sheet.</p> <p>10/7 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</p> <p>10/7 11. Checked label on medication container for the 3<sup>rd</sup> time.</p> <p>10/7 12. Identified individual prior to administration of medication.</p> <p>10/7 13. Explained to individual what is to be done.</p> <p>10/7 14. Had individual sit down, if possible.</p> <p>10/7 15. Assembled inhaler properly (may include spacers or aero chambers), if required, and removed cover (Diskus: slide lever to open inhaler, then cock internal lever to insert dose into mouthpiece).</p> <p>10/7 16. Shook inhaler gently (Diskus: do not require shaking).</p> <p>10/7 17. Had individual exhale through their mouth completely.</p> <p>10/7 18. Placed mouthpiece in individual's open mouth and instructed individual to close lips around mouthpiece.</p> <p>10/7 19. Pressed down on the inhaler or Diskus once and instructed individual to inhale deeply and slowly through their mouth then to hold their breath for 10 seconds or as long as possible.</p> <p>10/7 20. Waited 1 minute and repeated steps 18-20 if more than one puff of inhaler is needed.</p> <p>10/7 21. Provided water or instructed individual to rinse mouth out.</p> <p>10/7 22. Washed inhaler mouthpiece with soap and warm water, and dried with a clean paper towel (If Diskus style inhaler, wiped mouthpiece with clean dry cloth).</p> <p>10/7 23. Returned medication to locked area.</p> <p>10/7 24. Washed hands.</p> <p>10/7 25. Charted medication administered correctly.</p>	10/7	Right Individual	10/7	Right Medication	+	Right Date	+	Right Time	+	Right Route	+	Right Dose	<p>1. To prevent the spread of disease.</p> <p>2. To ensure individual safety, medications are kept locked.</p> <p>3. To review correct medication orders.</p> <p>4. To be organized.</p> <p>5. To be informed about the medication being given.</p> <p>6. To avoid giving medication that a person is allergic to.</p> <p>7. To prevent medication errors.</p> <p>8. To avoid administering ineffective medication.</p> <p>9. To know what steps to take.</p> <p>10. To verify accuracy of 1<sup>st</sup> check.</p> <p>11. To verify accuracy of 2<sup>nd</sup> check.</p> <p>12. To avoid giving medication to the wrong individual.</p> <p>13. To ensure individual understands medication procedure.</p> <p>14. To ensure most effective position for proper administration.</p> <p>15. To properly deliver inhaled dose.</p> <p>16. To ensure even dispersion of medication in correct dose.</p> <p>17. To empty the airways before inhaling medication.</p> <p>18. To have proper placement of inhaler for delivered dose.</p> <p>19. To follow correct procedure for administration.</p> <p>20. To allow time for first puff of medication to begin working.</p> <p>21. To avoid oral yeast infection from repeated medication exposure.</p> <p>22. To remove oral secretions from mouthpiece.</p> <p>23. To ensure individual safety, medications are kept locked.</p> <p>24. To prevent the spread of disease.</p> <p>25. To follow policy and procedure on medication administration and documentation</p>
10/7	Right Individual	10/7	Right Medication										
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26. For PRN or emergency use of an inhaler, stated when to call PL/DC, clinic, or 911.

26. To ensure individual safety and to follow proper protocol for PRN use of inhaler or for emergencies.

### DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

#### RECTAL MEDICATIONS

#### RATIONALE

<p><u>0/7</u> 1. Washed hands.</p> <p><u>0/7</u> 2. Unlocked medication cabinet.</p> <p><u>0/7</u> 3. Checked individual's monthly medication sheet to determine medications to be administered.</p> <p><u>0/7</u> 4. Assembled equipment necessary for administration.</p> <p><u>0/7</u> 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</p> <p><u>0/7</u> 6. Checked for allergies to medication.</p> <p><u>0/7</u> 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:</p> <table style="margin-left: 40px;"> <tr> <td><u>0/7</u> Right Individual</td> <td><u>0/7</u> Right Medication</td> </tr> <tr> <td><u>+</u> Right Date</td> <td><u>+</u> Right Time</td> </tr> <tr> <td><u>+</u> Right Route</td> <td><u>+</u> Right Dose</td> </tr> </table> <p><u>0/7</u> 8. Checked expiration date.</p> <p><u>0/7</u> 9. Identified what to do if medication label does not match medication sheet.</p> <p><u>0/7</u> 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</p> <p><u>0/7</u> 11. Checked label on medication container for the 3<sup>rd</sup> time.</p> <p><u>0/7</u> 12. Identified individual prior to administration of medication.</p> <p><u>0/7</u> 13. Explained to individual what is to be done.</p> <p><u>0/7</u> 14. Staff put on double gloves.</p> <p><u>0/7</u> 15. Have individual lay down on left side with top leg flexed.</p> <p><u>0/7</u> 16. Remove protective foil from suppository or tip from disposable enema.</p> <p><u>0/7</u> 17. Lubricate suppository or tip of enema with water-soluble lubricant.</p> <p><u>0/7</u> 18. Encourage relaxation by instructing to breathe slowly through mouth.</p> <p><u>0/7</u> 19. Enema: inserted enema tip gently into the rectum beyond the sphincter muscle. Slowly squeeze the contents of the enema bag into the rectum. Have client stay on the left sided position until necessary to expel enema. Minimum of 15 minutes.</p> <p><u>0/7</u> 20. Suppository: with double gloved finger, insert suppository into the rectum, along the colon wall, beyond the sphincter muscle. If rectum is blocked with stool, contact Program Leader for instruction.</p> <p><u>0/7</u> 21. Withdraw enema tip/gloved finger from the rectum, place heel of hand against anus until the urge to expel has subsided.</p> <p><u>0/7</u> 22. Dispose of used supplies.</p> <p><u>0/7</u> 23. Returned medication to locked area.</p> <p><u>0/7</u> 24. Wash hands.</p>	<u>0/7</u> Right Individual	<u>0/7</u> Right Medication	<u>+</u> Right Date	<u>+</u> Right Time	<u>+</u> Right Route	<u>+</u> Right Dose	<p>1. To prevent the spread of disease.</p> <p>2. To ensure individual safety, medications are kept locked.</p> <p>3. To review correct medication orders.</p> <p>4. To be organized.</p> <p>5. To be informed about the medication being given.</p> <p>6. To avoid giving medication that a person is allergic to.</p> <p>7. To prevent medication errors.</p> <p>8. To avoid administering ineffective medication.</p> <p>9. To know what steps to take.</p> <p>10. To verify accuracy of 1<sup>st</sup> check.</p> <p>11. To verify accuracy of 2<sup>nd</sup> check.</p> <p>12. To avoid giving medication to the wrong individual.</p> <p>13. To ensure individual understands medication procedure.</p> <p>14. To prevent the spread of disease.</p> <p>15. To ensure most effective position for proper administration.</p> <p>16. To ensure medication can be released.</p> <p>17. To allow for easier and more comfortable insertion.</p> <p>18. To help muscles relax.</p> <p>19. To follow correct procedure for administration and allow time for medication to work properly.</p> <p>20. To follow correct procedure for administration and allow time for medication to work properly.</p> <p>21. To follow correct procedure for administration and allow time for medication to work properly.</p> <p>22. To clean the area.</p> <p>23. To ensure individual safety, medications are kept locked.</p> <p>24. To prevent the spread of disease.</p>
<u>0/7</u> Right Individual	<u>0/7</u> Right Medication						
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<u>+</u> Right Route	<u>+</u> Right Dose						

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10/7 25. Charted medication administered correctly.

25. To follow policy and procedure on medication administration and documentation

Additional Training Items:

10/7 Buddy Checking Medications-check that each bubblepack has been popped and signed off on, review MAR for correct documentation and that all medications were given correctly.

10/7 Standing Orders and PRN-reference each client's standing orders for instructions on administering PRNs when needed. Document on the Standing Orders/PRN documentation sheet in the MAR when administering Standing Orders PRN.

10/7 Review Packing Medications. When packing medications complete medication set up by preparing all medications for a set date/time in one envelope. Clearly label the envelope with date and time medications should be passed and list every medications included in the envelope.

10/7 Medication Discrepancy Procedure- Have "Medication or Treatment Error or Refusal Report" in hand and review. When a discrepancy is discovered that involves a missed or late medication call Coborn's Pharmacy, speak with a Pharmacist and inquire if the medication can still be passed. If it can not ask about side effects to monitor for. Follow Pharmacist instructions and fill out the "medication or treatment error or refusal report."

10/7 Medication Disposal Procedure- Remove label that contains PPI. Bring Medications to any Police Department for disposal.