

Handwritten scribbles

10/24/23

DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

TABLET/CAPSULE, LOZENGE MEDICATIONS

RATIONALE

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