# DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

| TOPICAL/TRANSDERMAL SKIN MEDICATIONS | RATIONALE |
|---|---|
| 1. Washed hands. | 1. To prevent the spread of disease. |
| 2. Unlocked medication cabinet. | 2. To ensure individual safety, medications are kept locked. |
| 3. Checked individual's monthly medication sheet to determine medications to be administered. | 3. To review correct medication orders. |
| 4. Assembled equipment necessary for administration. | 4. To be organized. |
| 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication. | 5. To be informed about the medication been given. |
| 6. Checked for allergies to medication. | 6. To avoid giving medication that a person is allergic to. |
| 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for: <br> Right Individual    Right Medication <br> Right Date    Right Time <br> Right Route    Right Dose | 7. To prevent medication errors. |
| 8. Checked expiration date. | 8. To avoid administering ineffective medication. |
| 9. Identified what to do if medication label does not match medication sheet. | 9. To know what steps to take. |
| 10. Compared medication label against individual's medication sheet for the 2nd time. | 10. To verify accuracy of 1st check. |
| 11. Compared medication label against individual's medication sheet for the 3rd time. | 11. To verify accuracy of 2nd check. |
| 12. Identified individual prior to administration of medication. | 12. To avoid giving medication to the wrong individual. |
| 13. Explained to individual what is to be done. | 13. To ensure individual understands medication procedure. |
| 14. Positioned individual if indicated. | 14. To provide comfort and to gain access to correct body area. |
| 15. Observed body area(s) and notified RN of any unusual conditions prior to administration. | 15. To notify RN of conditions to be monitored. |
| 16. If indicated, washed and dried affected area. | 16. To enhance absorption of the medication. |
| 17. Put on gloves. | 17. To avoid staff absorption of the medication. |
| 18. **For ointment or cream:** 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." <br> **For transdermal patches:** 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. | 18. To administer medication as ordered and to verify date and person who administered the dose. |
| 19. Replaced cap on container and avoided contact with other surfaces. | 19. To avoid spillage of medication and to prevent contamination of medication. |
| 20. Disposed of used supplies. | 20. To clean the area. |
| 21. Returned medication to locked cabinet. | 21. To ensure individual safety, medications are kept locked. |
| 22. Washed hands. | 22. To prevent the spread of disease. |
| 23. Charted medication administered correctly. | 23. To follow policy and procedure on medication administration and documentation. |