

## DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

TABLET/CAPSULE, LOZENGE MEDICATIONS	RATIONALE						
<p><u>PL</u> 1. Washed hands.</p> <p><u>PL</u> 2. Unlocked medication cabinet.</p> <p><u>PL</u> 3. Checked individual's monthly medication sheet to determine medications to be administered.</p> <p><u>PL</u> 4. Assembled equipment necessary for administration.</p> <p><u>PL</u> 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</p> <p><u>PL</u> 6. Checked for allergies to medication.</p> <p><u>PL</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; border: none;"> <tr> <td><u>PL</u> Right Individual</td> <td><u>PL</u> Right Medication</td> </tr> <tr> <td><u>PL</u> Right Date</td> <td><u>PL</u> Right Time</td> </tr> <tr> <td><u>PL</u> Right Route</td> <td><u>PL</u> Right Dose</td> </tr> </table> <p><u>PL</u> 8. Checked expiration date.</p> <p><u>PL</u> 9. Identified what to do if medication label does not match medication sheet.</p> <p><u>PL</u> 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</p> <p><u>PL</u> 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><u>PL</u> 12. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</p> <p><u>PL</u> 13. Identified individual prior to administration of medication.</p> <p><u>PL</u> 14. Explained to individual what is to be done.</p> <p><u>PL</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>PL</u> 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><u>PL</u> 17. Returned medication to locked area.</p> <p><u>PL</u> 18. Disposed of used supplies.</p> <p><u>PL</u> 19. Washed hands.</p> <p><u>PL</u> 20. Charted medication administered correctly.</p>	<u>PL</u> Right Individual	<u>PL</u> Right Medication	<u>PL</u> Right Date	<u>PL</u> Right Time	<u>PL</u> Right Route	<u>PL</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 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>
<u>PL</u> Right Individual	<u>PL</u> Right Medication						
<u>PL</u> Right Date	<u>PL</u> Right Time						
<u>PL</u> Right Route	<u>PL</u> Right Dose						

## DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

ORAL LIQUID 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: 40px; 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 2<sup>nd</sup> time.</p> <p><u>RL</u> 11. Shake the medication if it is a suspension.</p> <p><u>RL</u> 12. Poured the correct amount of medication, at eye level on a level surface, with the label facing up, into a plastic medication measuring cup or measuring spoon. If indicated: diluted or dissolved medication with the correct amount of fluid.</p> <p><u>RL</u> 13. Wiped around the neck of the bottle with a damp paper towel, if needed, and replaced the cap.</p> <p><u>RL</u> 14. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</p> <p><u>RL</u> 15. Identified individual prior to administration of medication.</p> <p><u>RL</u> 16. Explained to individual what is to be done.</p> <p><u>RL</u> 17. Administered correct dose of medication according to directions and in the appropriate container.</p> <p><u>RL</u> 18. Remained with individual until medication is swallowed.</p> <p><u>RL</u> 19. Returned medication to locked area.</p> <p><u>RL</u> 20. Disposed of used supplies.</p> <p><u>RL</u> 21. Washed hands.</p> <p><u>RL</u> 22. 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	<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 ensure even dispersion of medication.</p> <p>12. To ensure correct dose is poured, label is easy to read and preserved, and correct administration procedures are followed.</p> <p>13. To maintain cleanliness of bottle.</p> <p>14. To verify accuracy of 2<sup>nd</sup> check.</p> <p>15. To avoid giving medication to the wrong individual.</p> <p>16. To ensure individual understands medication procedure.</p> <p>17. To follow correct procedure for administration.</p> <p>18. To ensure entire dose is taken.</p> <p>19. To ensure individual safety, medications are kept locked.</p> <p>20. To clean the area.</p> <p>21. To prevent the spread of disease.</p> <p>22. To follow policy and procedure on medication administration and documentation.</p>
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