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DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS	
ORAL LIQUID MEDICATIONS	RATIONALE
<ol style="list-style-type: none"> <li>1. Washed hands</li> <li>2. Unlocked medication cabinet</li> <li>3. Checked individual's monthly medication sheet to determine medications to be administered.</li> <li>4. Assembled equipment necessary for administration.</li> <li>5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</li> <li>6. Checked for allergies to medication.</li> <li>7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:               <ul style="list-style-type: none"> <li>Right Individual</li> <li>Right Date</li> <li>Right Route</li> <li>Right Dose</li> <li>Right Time</li> <li>Right Medication</li> </ul> </li> <li>8. Checked expiration date.</li> <li>9. Identified what to do if medication label does not match medication sheet.</li> <li>10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</li> <li>11. Shook the medication if it is a suspension.</li> <li>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.</li> <li>13. Wiped around the neck of the bottle with a damp paper towel, if needed, and replaced the cap.</li> <li>14. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</li> <li>15. Identified individual prior to administration of medication.</li> <li>16. Explained to individual what is to be done.</li> <li>17. Administered correct dose of medication according to directions and in the appropriate container.</li> <li>18. Remained with individual until medication is swallowed.</li> <li>19. Returned medication to locked area.</li> <li>20. Disposed of used supplies.</li> <li>21. Washed hands.</li> <li>22. Charted medication administered correctly.</li> </ol>	<ol style="list-style-type: none"> <li>1. To prevent the spread of disease, medications are kept locked.</li> <li>2. To ensure individual safety, medications are kept locked.</li> <li>3. To review correct medication orders.</li> <li>4. To be organized.</li> <li>5. To be informed about the medication being given.</li> <li>6. To avoid giving medication that a person is allergic to.</li> <li>7. To prevent medication errors.</li> <li>8. To avoid administering ineffective medication.</li> <li>9. To know what steps to take.</li> <li>10. To verify accuracy of 1<sup>st</sup> check.</li> <li>11. To ensure even dispersion of medication.</li> <li>12. To ensure correct dose is poured, label is easy to read and preserved, and correct administration procedures are followed.</li> <li>13. To maintain cleanliness of bottle.</li> <li>14. To verify accuracy of 2<sup>nd</sup> check.</li> <li>15. To avoid giving medication to the wrong individual.</li> <li>16. To ensure individual understands medication procedure.</li> <li>17. To follow correct procedure for administration.</li> <li>18. To ensure entire dose is taken.</li> <li>19. To ensure individual safety, medications are kept locked.</li> <li>20. To clean the area.</li> <li>21. To prevent the spread of disease.</li> <li>22. To follow policy and procedure on medication administration and documentation.</li> </ol>

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Documentation error ——— 3/6/25

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*Abdi Omar*

**DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS**

**TABLET/CAPSULE, LOZENGE MEDICATIONS**

**RATIONALE**

<p>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.</p>	<p>1. Washed hands. 2. Unlocked medication cabinet. 3. Checked individual's monthly medication sheet to determine medications to be administered. 4. Assembled equipment necessary for administration. 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication. 6. Checked for allergies to medication. 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for: Right Individual Right Medication Right Date Right Time Right Route Right Dose 8. Checked expiration date. 9. Identified what to do if medication label does not match medication sheet. 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time. 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. 12. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time. 13. Identified individual prior to administration of medication. 14. Explained to individual what is to be done. 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. 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. 17. Returned medication to locked area. 18. Disposed of used supplies. 19. Washed hands. 20. Charted medication administered correctly.</p>
<p>8. To avoid administering ineffective medication. 9. To know what steps to take. 10. To verify accuracy of 1<sup>st</sup> check. 11. To follow correct and sanitary procedures for medication administration.</p>	<p>12. To verify accuracy of 2<sup>nd</sup> check. 13. To avoid giving medication to the wrong individual. 14. To ensure individual understands medication procedure. 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. 18. To clean the area. 19. To prevent the spread of disease. 20. To follow policy and procedure on medication administration and documentation.</p>

## Guide to assisting EC with Medication Administration

- EC should still be prompted by staff for her medication times (8am, 1pm, 5pm, 8pm). When prompting EC you can ask her if she would like to pass her medications or if she would like staff too.
- If EC would like to pass her medications. EC should be prompted to wash her hands or use hand sanitizer.
- Staff will still unlock the medication cabinet for her. With staff supervision, EC can grab the medications for the time she is passing and a little cup to put them in.
- Next Staff should give EC the MAR so she can follow along with the medications she is passing.
- Once EC has gathered all her materials and the MAR. She can start administering her medication.
- With staff supervision, EC should pop one medication at a time and sign and date the bubble pack once the medication is popped. When she is done popping all her medication, she can take them and sign her initials in the MAR. The staff supervising her medication will sign the buddy check area to ensure all medication was passed correctly and taken.
- After the medication is administered, the medications should be placed back in the medication cabinet and staff should lock it back up again.

Important Note: for EC's health and safety, a staff member will be the one to administer her PRN medications when needed.

