

Abdi oumar

## DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

ORAL LIQUID MEDICATIONS	RATIONALE						
<ol style="list-style-type: none"> <li><input checked="" type="checkbox"/> 1. Washed hands.</li> <li><input checked="" type="checkbox"/> 2. Unlocked medication cabinet.</li> <li><input checked="" type="checkbox"/> 3. Checked individual's monthly medication sheet to determine medications to be administered.</li> <li><input checked="" type="checkbox"/> 4. Assembled equipment necessary for administration.</li> <li><input checked="" type="checkbox"/> 5. Named 2 sources to find the purpose, side effects, and any warnings for the medication.</li> <li><input checked="" type="checkbox"/> 6. Checked for allergies to medication.</li> <li><input checked="" type="checkbox"/> 7. Removed medication from individual's supply and compared the medication label against individual's medication sheet for:               <table style="margin-left: 40px; width: 80%; border: none;"> <tr> <td>___ Right Individual</td> <td>___ Right Medication</td> </tr> <tr> <td>___ Right Date</td> <td>___ Right Time</td> </tr> <tr> <td>___ Right Route</td> <td>___ Right Dose</td> </tr> </table> </li> <li><input checked="" type="checkbox"/> 8. Checked expiration date.</li> <li><input checked="" type="checkbox"/> 9. Identified what to do if medication label does not match medication sheet.</li> <li><input checked="" type="checkbox"/> 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</li> <li><input checked="" type="checkbox"/> 11. Shake the medication if it is a suspension.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> 13. Wiped around the neck of the bottle with a damp paper towel, if needed, and replaced the cap.</li> <li><input checked="" type="checkbox"/> 14. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</li> <li><input checked="" type="checkbox"/> 15. Identified individual prior to administration of medication.</li> <li><input checked="" type="checkbox"/> 16. Explained to individual what is to be done.</li> <li><input checked="" type="checkbox"/> 17. Administered correct dose of medication according to directions and in the appropriate container.</li> <li><input checked="" type="checkbox"/> 18. Remained with individual until medication is swallowed.</li> <li><input checked="" type="checkbox"/> 19. Returned medication to locked area.</li> <li><input checked="" type="checkbox"/> 20. Disposed of used supplies.</li> <li><input checked="" type="checkbox"/> 21. Washed hands.</li> <li><input checked="" type="checkbox"/> 22. Charted medication administered correctly.</li> </ol>	___ Right Individual	___ Right Medication	___ Right Date	___ Right Time	___ Right Route	___ Right Dose	<ol style="list-style-type: none"> <li>1. To prevent the spread of disease.</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>
___ Right Individual	___ Right Medication						
___ Right Date	___ Right Time						
___ Right Route	___ Right Dose						



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# DEMONSTRATION CHECKLIST FOR ADMINISTRATION AND DOCUMENTATION OF MEDICATIONS

## TABLET/CAPSULE, LOZENGE MEDICATIONS

## RATIONALE

- |   |  |
|---|--|
| <ul 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    ___ Right Medication</li> <li>___ Right Date        ___ Right Time</li> <li>___ Right Route        ___ Right Dose</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>1. To prevent the spread of disease.</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> </ul> |
| <ul style="list-style-type: none"> <li>✓ 8. Checked expiration date.</li> </ul>   | <ul style="list-style-type: none"> <li>8. To avoid administering ineffective medication.</li> </ul>  |
| <ul style="list-style-type: none"> <li>✓ 9. Identified what to do if medication label does not match medication sheet.</li> </ul>   | <ul style="list-style-type: none"> <li>9. To know what steps to take.</li> </ul>   |
| <ul style="list-style-type: none"> <li>✓ 10. Compared medication label against individual's medication sheet for the 2<sup>nd</sup> time.</li> </ul>  | <ul style="list-style-type: none"> <li>10. To verify accuracy of 1<sup>st</sup> check.</li> </ul>  |
| <ul style="list-style-type: none"> <li>✓ 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.<br/>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.<br/>For lozenges: unwrapped the lozenge and transferred it into a medication cup.</li> </ul>   | <ul style="list-style-type: none"> <li>11. To follow correct and sanitary procedures for medication administration.</li> </ul>   |
| <ul style="list-style-type: none"> <li>✓ 12. Compared medication label against individual's medication sheet for the 3<sup>rd</sup> time.</li> </ul>  | <ul style="list-style-type: none"> <li>12. To verify accuracy of 2<sup>nd</sup> check.</li> </ul>  |
| <ul style="list-style-type: none"> <li>✓ 13. Identified individual prior to administration of medication.</li> </ul>  | <ul style="list-style-type: none"> <li>13. To avoid giving medication to the wrong individual.</li> </ul>  |
| <ul style="list-style-type: none"> <li>✓ 14. Explained to individual what is to be done.</li> </ul>   | <ul style="list-style-type: none"> <li>14. To ensure individual understands medication procedure.</li> </ul>   |
| <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>   | <ul style="list-style-type: none"> <li>15. To administer medication as ordered.</li> </ul>   |
| <ul style="list-style-type: none"> <li>✓ 16. For swallowed medication: remained with individual until medication was swallowed.<br/>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.</li> </ul>  | <ul style="list-style-type: none"> <li>16. To ensure entire dose is taken.</li> </ul>  |
| <ul style="list-style-type: none"> <li>✓ 17. Returned medication to locked area.</li> <li>✓ 18. Disposed of used supplies.</li> <li>✓ 19. Washed hands.</li> <li>✓ 20. Charted medication administered correctly.</li> </ul>  | <ul style="list-style-type: none"> <li>17. To ensure individual safety, medications are kept locked.</li> <li>18. To clean the area.</li> <li>19. To prevent the spread of disease.</li> <li>20. To follow policy and procedure on medication administration and documentation.</li> </ul>   |