

Medication Administration



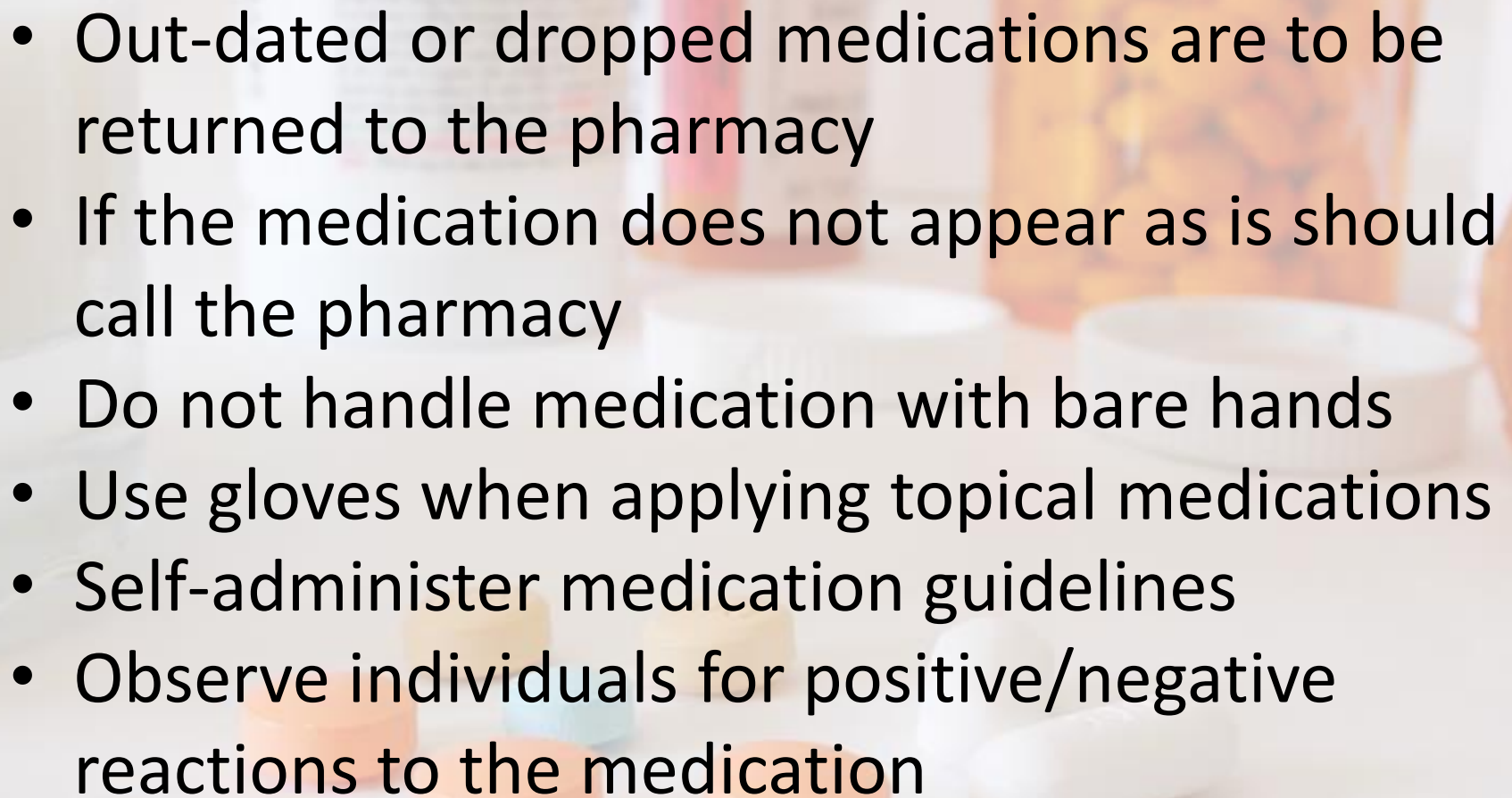
A collection of various medications is displayed on a white surface. In the foreground, several pills are scattered: two yellow hexagonal tablets, one light blue hexagonal tablet, three orange circular tablets, and two white capsules. In the background, there are several blurred containers: a white bottle with a label, a red bottle, a large orange bag filled with yellow pills, and another white bottle. The overall scene is brightly lit, creating a clean and clinical atmosphere.

Chapter 1

General Rules of Medication Administration

General Rules of Medication Administration

- Medication consent/refusal form
- Wash your hands
- Read Medication Profile and Medication Sign Sheet
- Refer to the person by name
- Administer within the time frame specified
- Never give any medication that is not prescribed by a physician
- Have back-up medication available
- Check expiry date

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- Out-dated or dropped medications are to be returned to the pharmacy
 - If the medication does not appear as is should call the pharmacy
 - Do not handle medication with bare hands
 - Use gloves when applying topical medications
 - Self-administer medication guidelines
 - Observe individuals for positive/negative reactions to the medication

Medication Orders

- Prescription Medication
- Over-the counter Medication
- PRN Medication

Annual medication reviews

Doctor's Standing Orders form

5 Rights of Medication Delivery

- ✓ Right Person
 - Check the person's name on documents
 - Check the person's name on labels
 - Refer to the person by name
- ✓ Right Medication
 - Check the medication name on documentation
 - Check the medication name on the labels
 - Ensure the 2 names are identical
- ✓ Right Time
 - Check the date and time on documentation
 - Check the date and time on bubble pack
- ✓ Right Dose
 - Check the dosage listed on documentation
 - Check dosage on bubble pack and label
- ✓ Right Route
 - Check the route listed in documentation
 - Look for route direction words (take, drop and apply)

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Chapter 2

Documentation

Medication Profile

- First piece of documentation completed
- Updated as medication changes occur or annually
- Person's name
- Date
- Methods
- Regular and short-term meds
- PRN medications

MEDICATION PROFILE

When an individual is on medication, the Medication Profile is the first piece of documentation completed. This document, which is kept in the individual's medication book, is updated as medication changes occur or annually.

Always start at the top of the form and work downwards, never leaving any blanks.

- Print the person's name.
- Insert the date.
- List methods for administration that are pertinent to the individual and the medication.
- List any known or suspected allergies. Describe reactions and procedures to follow should these arise. If there are no known allergies, please state. List ALL regular and short-term meds as follows:

- DATE of original prescription
- MEDICATION name
- DOSAGE to be administered
- TIME(S) that the medication is to be administered

List ALL P.R.N. medication as follows:

- DATE of original prescription
- MEDICATION name
- DOSAGE to be administered
- TIME and/or FREQUENCY med is to be administered
- WHY the medication was prescribed
- CRITERIA which is clear and observable which must be met prior to administration of medication

- Develop standing orders for missed medications.

Medication Sign Sheet

- Completed prior to the beginning of each month
- Updated as medication changes occur
- Individual's name
- Current month and year
- Medication name and dosage
- Times that medication/s are to be administered
- **NEVER use white out on medication documentation as these are legal documents**
- Staff will insert their name and initial
- At the end of the month-no blank spaces
- Medication given regularly listed on the front
- Back of the Medication Sign Sheet is used to record PRN meds
- Clear explanation must always accompany a recording on the back
- Medication NOT given, or if a medication was taken from a back-up will be circled

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Chapter 3

Medication Administration Procedures

Self Administration of Medication without staff support

Individuals and/or guardians may choose not to have staff involved in administering or monitoring medication.

Sign a Medication Administration Refusal Form

It is also **recommended** but not mandatory to have:

- Information on each drug
- Doctor's Standing Orders form
- Medication Sign Sheet

Self Administration of Medication with staff support

- Sign a Medication Administration Refusal form
- Doctor's Standing Orders form
- The 5 R's of medication delivery must be met
- Medication Profile
- Medication Sign Sheet, bubble packs, automatic pill dispensers
- Drug Profile for each medication
- Clearly laid out strategies for administration of medications
- Method of tracking
- Support and monitoring
- Criteria
- Review
- Procedures are in line with policy

General Medication Administration Procedures

- Wash your hands
- Take all required items to the medication area
- Administer to 1 person at a time
- Read the Medication Profile
- Medication Sign Sheet-Compare information
- Put your signature and initials in the appropriate space
- Compare the information
- Take the medication to the individual
- Administer the medication
- Initial the Medication Sign Sheet
- Only pour/get medication for 1 person at a time
- Person who get the medication is responsible to administer

Administration of PRN Medication

- Read the Medication Profile
- Administer the medication
- Date
- Time
- Name of medication
- Reason
- Sign your name
- PRN medication is recorded on the back
- Logbook, document the PRN medication was given

Administration of Oral Medication- Solid

- Check the size, shape and color
- Do not handle medication with your hands
- Stay with the individual to ensure solid oral medications are swallowed



Administration of Oral Medication - Liquid

- Shake medication (unless otherwise instructed)
- Pour liquid medication *AWAY* from label
- Wipe the top and side of bottle after pouring
- Use a standardised measuring device
- Pour medication at eye level
- Add a small amount of fluid to the measuring device
- Stay with the individual to ensure that the liquid is swallowed

Administration of Eye Drops/Ointment

- Wash your hands
- Use a clean wet facecloth
- Do not touch the tip of the dropper or tube with your hands
- Have the person either sit or lie down
- Have the person tilt their head
- Pull the person's lower eye lid
- Drop or squeeze the prescribed amount of medication into the exposed pocket
- Have person close eye and apply gentle pressure
- Do not rub
- Use a clean tissue to remove any excess

Administration of Ear Drops

- Wash your hands
- Do not touch the tip of the ear dropper or your hands or the persons ear
- Have the person tilt head to the side
- For an adult, pull the ear lobe up and back
- For a child, pull the ear lobe down and back
- Instil the prescribed number of ear drops
- Have the person hold their head to the side for about 15-30 seconds
- Use a clean tissue to remove any excess drops

Administration of Nose Drops/Nasal Spray

- Wash your hands
- Have the person blow their nose
- Have the person either lie down or tilt their head back
- Administer the prescribed number of drops/sprays
- Avoid touching the external areas of the nose
- Have the individual either sitting or lying for about 15-30 seconds
- Rinse the applicator

Administration Method for Inhalers

- Wash your hands
- Remove the cap from the end on the inhaler
- Shake the inhaler
- Have the person tilt their head back
- Position your thumb on the canister and your index and/or middle finger on the bottom of the inhaler
- Have the person close their mouth around the inhaler
- Have the person breath out
- Inhale while pressing down on the canister
- Important that the person inhales deeply and slowly
- Have the person hold their breath
- Exhale slowly
- Second dose after waiting about 30 seconds

Spacer Devices

- Wash your hands
- Take the cap off
- Shake the aerosol inhaler
- Put the inhaler mouth piece into the rubber end of the spacer device
- Have the person exhale
- Have the person put their mouth around the other end of the tube
- Press down on the inhaler
- Have the person take a couple of slow deep breathes
- If a second dose is required wait 15-30 seconds
- When finished put the caps back on the inhaler

Administration of Medication to the Skin

- Wash your hands
- If directed, clean the surface of the skin prior to the administration
- Wear gloves
- Ointment or cream, remove ointment/cream from the jar with a tongue depressor or clean spoon, from a tube-squeeze out the prescribed amount
- Rub, pat, spray or paint the medication
- Apply a thin layer

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Chapter 4

Managing Medication Delivery

Medication Administration Challenges

- Refusing to take

Reason #1 – Person does not understand why they must take medication

Reason #2 – Person has difficulty swallowing the medication because of taste or size

Reason #3 – Person shows or complains of adverse effects of the medication

Reason #4 – Person may feel that he/she does not want or need the medication

Medical Appointments

If there are to be medication changes:

- 1) What are the proposed changes?
- 2) How long with the changes be in effect?
- 3) Is follow up required?
- 4) What should be observed about the individual?

Ensure that all pertinent information is documented

Pharmacy Relationship

- Should this particular medication be prescribed?
- Will it interact with present medications?
- Is the dosage suitable?
- How is medication to be administered?



New Medications

New prescriptions **MUST** be ordered by physician

When the meds arrive:

- Compare doctor's information to that on the labels
- Check new medication for correct numbers and consistency in size, shape and color
- Write new information on the Medication Profile
- Add new information to the Medication Sign Sheet
- Draw a line from the first day of the month to the date that the new medication is to start
- Put new medications in the appropriate place for storage
- Document new medication information in the logbook

Discontinued Medication

Any medication that is discontinued must be ordered by a physician. When medication is discontinued, the following procedure should be followed:

- Draw 1 line through the date, medication, dosage and time of the discontinued medication on the Medication Profile
- Write the word Discontinued, today's date and your initials over the line
- Draw 1 line horizontally across the medication name, dosage on the Medication Sign Sheet
- Write the word Discontinued, today's date and your initials over the line
- Draw a line from the last time the medication was administered to the end of the month
- Write the word Discontinued, today's date and your initials over the line
- Take discontinued medication to the pharmacy
- Document information


Medication Storage

All client medication needs to be stored in a locked cabinet, drawer or box

- Medication that must be refrigerated must be in a locked box, in the refrigerator



Medication Packaging



Solid Oral Medication

1. Monthly card
2. Weekly card
3. Med trays
4. Pill bottle

Liquid Oral medication

1. Bottled medication

Asthma Medication

1. Puffer

Month-End Medications

At least 1 week prior to the end of the month, replacement, should be ordered. When these medications arrive:

- Carefully check all medications
- Prepare new Medication Sign Sheet
- Store replacement meds in designated storage place
- Document in Communication book

Staff who administers the last medication on the last day of the month

- Remove empty medication containers
- Put new medication in appropriate place
- Place new Medication Sign Sheet into med book
- Store old medication containers in designated areas

Leave of Absence (LOA)Medications

If an individual will not be on-site at the time medication is to be administered, prepare medication in LOA envelope or dossette as follows:

- Envelop for 1 time delivery
- Label each envelope
 - Name of individual
 - Date the medication is to be taken
 - Time the medication is to be taken
 - Name of the medication
 - Dosage of the medication
 - Brief description of medication

- Write LOA in the appropriate spaces on the Medication Sign sheet
- On the back indicate the date, and the times of the medication sent of LOA
- Provide clear WRITTEN and VERBAL instruction to the person who will administer the medication
- Bubble pack (to be used for multiple delivery)
- E-pill (automatic med dispenser) Top tray can be sent home (28 doses) or entire tray with charger

Medication Administration Errors

A medication incident has occurred when the normal administration of medication, is interrupted and the individual does not receive his/her medication as prescribed.

- Call the pharmacist
- Follow directions given by the pharmacist
- Fill out a Medication Incident Report and inform your Team Leader

If unable to reach Pharmacist (after store hours) or Drug Abuse Line 1.888.944.1012, call emergency and speak to a nurse.

- If a person vomits within ½ hour after taking medication, this is considered a medication incident
- You are not trained or qualified to make medical decisions





Common documentation errors include:

- Prescription is recorded incorrectly on the Medication Profile or on the Medication Sign sheet
- A staff member has failed to initial medication administration
- A staff member fails to correctly document a PRN medication