

MEDICATION ADMINISTRATION



LEGAL RESPONSIBILITIES

SCOPE OF PRACTICE

- State laws regulating M.A. administration of medications vary
- Use standard precautions:
 - reduce risk of transmission of microorganisms to patient & health care worker
 - applies to all blood & body fluids whether visible or not



SIX RIGHTS OF MEDICATION ADMINISTRATION

- Right patient
- Right medication
- Right dosage
- Right route
- Right time
- Right documentation



Protect yourself & your patient
Prevent medication errors

Right Patient

- **Identification:**
 - ask patient their name
 - don't call patient by name -
 - confused or anxious patient
- **Check for allergies every time:**
 - in medical record
 - verbal verification with patient
- **Perform appropriate preadministration assessments (e.g. check heart rate)**



Inform patient of...

- name of medication
- dosage
- desired action
- potential effects
- precautions
- possible interactions with other medications:
 - Rx and OTC



Right Medication

- **Compare written order with medication label**
- **Inspect medication:**
 - discoloration
 - cloudiness
- **Use drug reference for unfamiliar medications**



Right medication...

- Compare medication label with order ***THREE*** times:
 - when taken from storage
 - before removing from container
 - when returned to storage ***BEFORE*** administration



Right medication...

- Check expiration date:
 - if outdated may be more or less potent
- If controlled substance wasted:
 - witness required when wasted
 - witness required when documented
- Do not leave prepared medications unattended
- Only give medications you prepare
- If prepared for clinician, have container with medication

Right Dosage

- Check label 3 times
- Compare with order
- Recheck necessary calculations
- Verify calculations with co-worker
- Measure carefully



Right dosage...

- For tablets &/or caplets:
 - pour correct number into bottle cap
 - do not touch medication
 - pour into medication cup from bottle cap
 - dispense to patient
 - do not break tablets unless they are scored



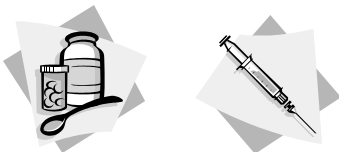
Right dosage...

- If liquid medication:
 - hold bottle with label in palm
 - avoid obscuring label with drips
 - if suspension, shake well before pouring
 - place graduated measuring cup:
 - on level surface
 - at eye level
 - read at bottom of meniscus:
 - natural curve that liquid forms in container



Right route

- Verify written order
- Route of administration affects absorption



Right time...

- **Verify order**
- **Maximum absorption**
- **Empty stomach:**
 - 1/2 hour before meal
 - 2 hours after meal
- **With food:**
 - verify any contraindications
 - e.g. Fe with calcium food sources



Right Documentation...

- **Record in medical record immediately**
- **Include:**
 - appropriate assessments prior to administration
 - date & time
 - name of medication
 - manufacturer's expiration date & lot number
 - dosage
 - route & *site*
 - patient reactions
 - teaching



Other considerations...

- **If medication is oral, watch patient take it**
- **If medication not given or refused by patient:**
 - record reason
 - follow policies for disposal
 - do not return to original container
- **Report errors in medication administration immediately!**



Patient Teaching...

- **Reinforce compliance:**
 - if symptoms decrease or disappear, continue medication until consultation with provider
 - if effect not yet apparent, continue medication & consult
 - Use only dropper dispensed with medication
- **Proper storage:**
 - cool, dry location best
 - out of reach of children

