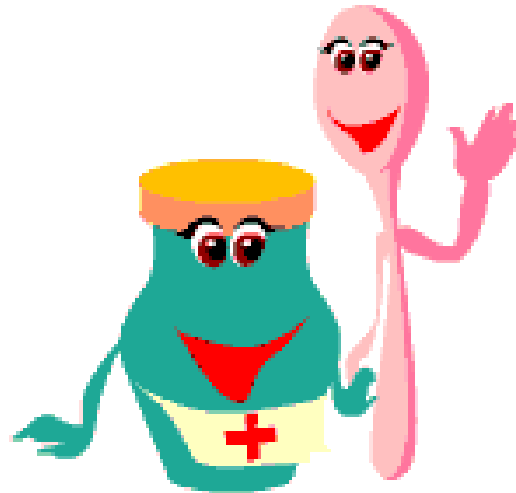


Medication Administration



What is a medication?

A medication is a drug or any other agent that is used to treat or prevent disease or injury or to restore or maintain normal functioning of body cells.



ADMINISTRATION

- Administration means assisting a person in the ingestion, application, or using universal precautions, rectal or vaginal insertion of medication, includes prescription and non-prescription medications, according to the written or printed directions of a licensed physician or other authorized practitioner, and making a written record thereof with regard to each medication administered, including the date, and time taken.

Monitoring

- Reminding a person to take medication at the time ordered by the physician or other authorized practitioner, handing a resident or assisting a resident with a container or package of medication that is prescribed for the consumer, visual observation of the consumer to ensure compliance; making a written record of the consumer's compliance with regard to each medication including the time taken, notification to the physician or other authorized practitioner if the consumer refuses to or is unable to comply with taking medications.

- OTC-Over The Counter-Available without a prescription
- PRN or As Needed-Not taken on a regular basis, only when needed.
- Prescription-Only available when taken under the care of a physician. A written order from the physician is required before taking these medications and they must be obtained from the pharmacy.

Common Abbreviations

| | | | |
|----------|------------------------|--------|-------------------|
| • Q | Every | • OTC | Over the counter |
| • OZ | Ounce | • Rx | Prescription |
| • TSP | Teaspoon | • QTY | Quantity |
| • q.d. | Once a day/everyday | • P.O. | By Mouth |
| • b.i.d. | Twice a day | • A.M. | Morning |
| • t.i.d. | Three times a day | • P.M. | Afternoon/Evening |
| • q.i.d. | Four times a day | • d/c | Discontinue |
| • mg. | Milligrams | | |
| • h.s. | Bedtime (hrs of sleep) | | |
| • PRN | As needed | | |
| • tab | Tablet | | |



Types of Medications

- Liquids

- Emulsions-mixtures of oil and water that usually have a milky appearance, must be shaken prior to administration.
- Elixirs-Liquid preparations of medication with a sweetened alcohol base i.e. Nyquil
- Liniments- Aqueous preparations applied topically typically with massage. (similar to baby oil)
- Lotions-Aqueous preparations of suspended ingredients applied externally to treat skin conditions.
- Mixtures or Suspensions- Un-dissolved medications in a liquid. (must be shaken prior to administration)
- Syrups- Liquid preparation of medication in a sweetened base i.e. cough syrup.
- Sprays- Drugs prepared to be delivered by atomizers and used mainly in the treatment of nose and throat conditions.



Types of Medications



- Solids and Semi-Solids
 - Capsules- Two part containers that contain powdered, oil, or liquid drugs.
 - Creams- Usually an emulsion containing oil, water and medication. Generally they are opaque.
 - Delayed Action Drugs- Drugs in a pill or capsule form that allow part of the granules to dissolve at once and part of the granules to dissolve later.
 - Pills- Globe shaped forms, small enough to be easily swallowed.
 - Tablets- Small discs containing medications and a cohesive substance. Tablets may be coated or uncoated.
 - Lozenges- Large flat discs that are held in the mouth until dissolved.
 - Ointments- Semi-solid preparations of medication that are applied locally to the skin or mucous membranes.
 - Suppositories- Mixtures of drugs in a waxy base that melt at body temperature and are molded into shapes suitable for insertion into the vagina, rectum or urethra.

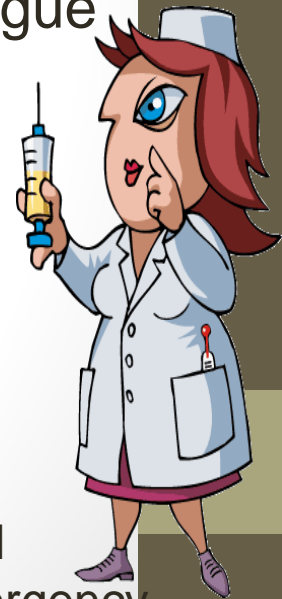
Routes of Administration



- Oral (by Mouth)
- G/NG/J tube
- Nasal
- Ear (Otic)
- Eye (Optic)
- Rectal
- Inhaled



- Topical (on the skin)
- SVN-breathing tx *
- IV-Intravenous *
- IM-Intramuscular *
- SQ-Subcutaneous *
- Sublingual-under the tongue
- Vaginal



•Our providers cannot do injections, administer oxygen, or start SVN treatments. We can assist with an Epi-pen, in a life threatening emergency.

Classifications of Drugs

- Analgesic-Relieves pain
- Anesthetic- Temporary loss of sensation
- Antibiotic- Kills living micro-organisms that cause infection
- Anticoagulants- Prevents blood from clotting.
- Anticonvulsants-Prevents or decreases seizures
- Antidepressants- Mood elevators used to treat depression.
- Antigens- Any substance that will lead to the development of antibodies
- Antihistamines- Drugs that neutralize histamines produced in the body.
- Antipsychotic- Drugs used to treat psychosis
- Antiseptics- Prevents or lessens the activity of infection by slowing the growth of micro-organisms
- Antitoxins-A serum used to lessen the effects of toxins or poisons produced by bacteria.
- Coagulants- Drugs that cause blood or fluids to clot
- Disinfectants- Agents that destroy disease producing substances or organisms.
- Diuretics- Drugs that increase the urine output

Classifications of Drugs

- Emetics- Substances that cause vomiting
- Expectorants-Medications used to increase secretions and aid in expelling mucous from the respiratory system.
- Laxatives- Drugs that aid in relieving constipation
- Narcotics- Drugs that produce sleep or stupor and relieve pain.
- Sedatives- Drugs that produce a quieting or calming effect.
- Stimulants- Drugs that increase activity, hastens action of the body.
- Vaccine- Drug derived from the growth of bacteria and used to confer immunity from certain diseases.
- Vasoconstrictors- Drugs that cause constriction or decrease the size of blood vessels.
- Vasodilators- Drugs that cause dilation or enlargement of the blood vessels.

The 5 Rights of Medication Administration



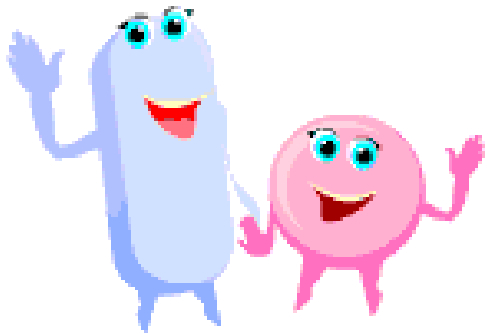
1

Right Person

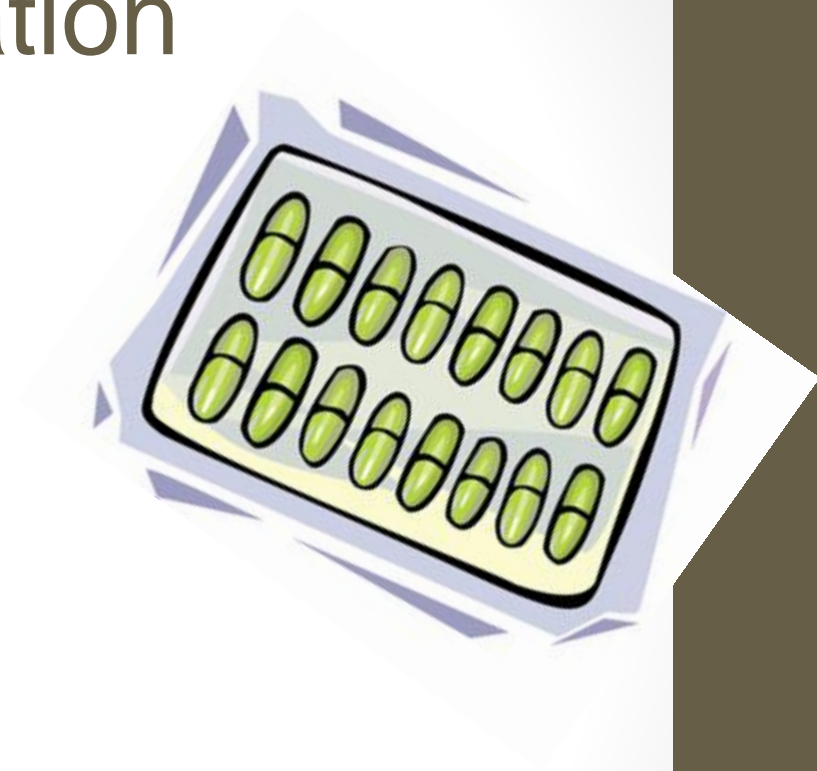


Make sure you are administering the correct medication to the appropriate person. Ensure the person's name is correct on the medication bottle and the medication log. If you are giving medications to more than one person at a time make sure you finish administering medications to one person before proceeding to the next person.

The 5 Rights of Medication Administration



2



Right Medication

Factors that contribute to the wrong medication error include similar labeling and packaging of products, medications with very similar names, and storage of these very similar products together. In addition, poor communication is often a cause of medication errors.

Always make sure you will not be distracted during medication administration

Always repeat verbal orders

Always check the label and dose against med log

Never administer a med if you are unsure of labeling, orders, or dosage

Never assume route of administration

DO NOT ASSUME ANYTHING!!!!

The 5 Rights of Medication Administration



3



Right Dose

Always make sure the dosage on the medication label matches the dosage on the medication log. If the dosages don't match STOP and contact your supervisor, or if it is HCBS contact the Parent/Guardian/primary caregiver or doctor for further instructions. DO NOT just give the medication.

Never assume the dosage will always stay the same!



The 5 Rights of Medication Administration



4

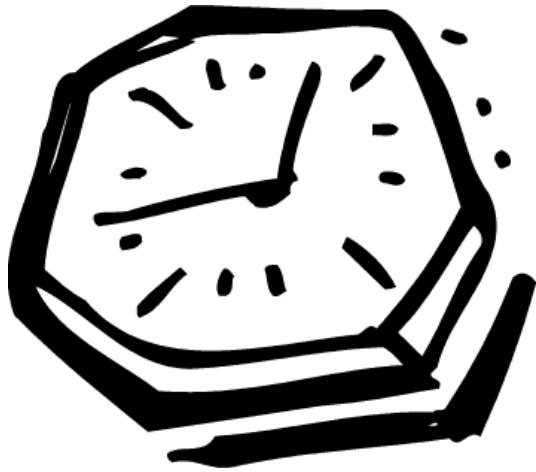


Right Route



Medications can be administered by a variety of routes, such as oral, rectal, topical, sublingual, intravenous, intramuscular, subcutaneous, or nasally. The route prescribed depends on the type of medication (tablet/capsule, cream/ointment, suppository, injection, drops/liquid) the person's condition, and their ability to take medication. The correct route is indicated on the medication label.

The 5 Rights of Medication Administration



5



Right Time

All medications are to be administered at the specific time they are ordered to be given. The most common staff error is when staff forget or fail to administer medication at the prescribed time. For this reason, medication times are often “clustered” to avoid the likelihood of forgetting to administer medications. For example medication times usually occur at 7:00 a.m., 12:00 noon, 3:00 p.m., & 7:00 p.m. for multiple people.

There may be times that you might have to administer meds earlier or later due to labs, or medical testing. **AT NO TIME WILL MEDICATIONS BE PREPARED EARLY!!!**

The 5 Rights of Medication Administration

- Always check the 5 Rights 3 times when administering medications
 - When verifying the medication against the medication log
 - When measuring/placing meds in pill cup
 - Before administering the medication

If you check the 5 Rights 3x EVERY time you give meds

You won't make a mistake!

What are the 5 Rights of Medication Administration

1 Right Client

2 Right Medication

3 Right Dose

4 Right Route

5 Right Time

Documentation Errors

Documentation errors occur when staff administers the medication but fails to sign the medication log.


This requires the next staff person to follow-up and ensure that the medication was actually administered prior to giving the next scheduled dose.

Document the administration of medication IMMEDIATELY after the client takes the medication.

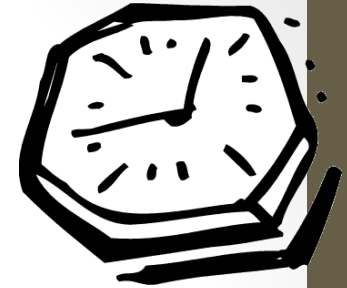
If the client refuses to take the medication or there is some unavoidable reason the medication is going to be delayed document it on the medication log and write an incident report.

IMMEDIATELY document and report all documentation errors on an incident report and follow incident report procedures.

Procedures for Administering Meds

- Gather all supplies- med log, pen, gloves, measuring devices, med cups, pill splitter/crusher, Q-tips, cotton balls, all of these things should be gathered up before starting to administer medications.
- Compare the medication label with the medication sheet and resolve any discrepancies before proceeding with the administration of medications. ***Person is to be present at all times, do NOT prepare medications early!!**
- Wash hands
- Put on gloves 
- Administer medications one medication at a time
- Explain the procedure to the person
- Document the administration of the medication
- Return medication to storage area
- Dispose of used supplies
- Wash hands

Medication Errors



- Wrong time:

Echoing Hope Ranch allows an hour window on either side of the prescribed time. For example if the prescribed time is 7:00 a.m., the medication can be given as early as 6:00 a.m. or as late as 8:00 a.m. An error occurs when the client has not received his/her medication within an hour of the usual prescribed time. Medication given at the wrong time or if it is missed completely is a med error and an incident report must be written. The on-call supervisor must be notified, and the staff must call poison control for further instructions on how to proceed.

Medication Errors

- Wrong Person
 - Borrowing meds from one person to give them to another or giving meds to the wrong person.
 - Giving medications to the wrong person is a serious threat to the client's health. Immediately call Poison Control for further instructions.
 - Write an incident report
 - Call On-Call Supervisor



Medication Errors

- Wrong Dose
 - Overdosing may occur when too high a dose is administered.
 - Underdosing is also an issue because the person is not receiving enough of the prescribed medication
 - Write an incident report
 - Call Poison Control
 - Call On-Call Supervisor



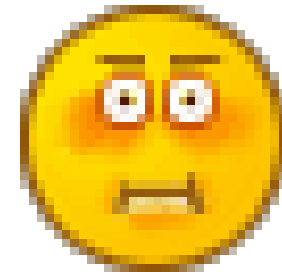
Medication Errors

- Forgetting Meds
 - Depending on how late the medications are Poison Control may have you go ahead and give them or have you hold them until the next dose, it is important to call and get direction.
 - Contact Poison Control
 - Call On-Call Supervisor
 - Write an incident report



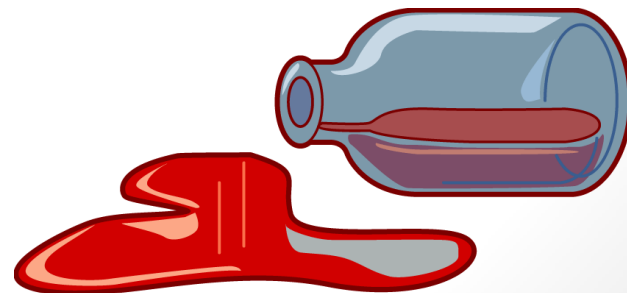
Medication Errors

- Refusal (If the person refuses or spits out medications)
 - Med refusals may occur if a person is in a depressed or angry mood. Avoid power struggles and attempt to talk to them about alternate topics. Do not threaten them with loss of activities or privileges as it is their right to refuse medications.
 - Call Poison Control
 - Call On-Call Supervisor
 - Write an Incident Report



Medication Errors

- Spilled/dropped meds
 - If during the administration of medication the medication get spilled or medication is dropped on the ground you can just pour more meds and re-administer them to the client but you will need to write an incident report to document the wasted medication if there are medication counts that are going to be off.



Medication Errors

- Wrong Route
 - Contact Poison Control
 - Contact On-Call Supervisor
 - Write Incident Report
 - Get an anatomy doll and figure out what's what!!! 😊



Charting

- Black or Blue ink only
- Never use white out or erase anything!
 - Circle the box
 - Chart the mistake on the back
 - Date and initial
- Document meds only after the person has swallowed the medication
- Only document for medications you have administered.
- Your signature and initials should be at the bottom of the med log
- Staff is responsible for making sure the medication log matches the information on the medication labels.



Medication Disposal

- HCBS- This is the responsibility of the family or primary caregiver and DSP's will not be disposing of medications.
- Residential
 - If it is a narcotic or controlled substance it must be returned to the pharmacy and be signed off on the EHR Medication Disposal Tracking Form.
 - Non-narcotics can be placed into a plastic bag of cat litter or used coffee grounds and then disposed of in the trash can. Medication disposal will be documented with the medication name, date, time, and the amount of medication being disposed. Two staff must be present to witness the disposal
 -

Echoing Hope Ranch - MONTHLY MEDICATION RECORD

Setting: _____ Person _____ Month _____

| Medication | Dosage | Route | Time | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|--------|-------|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Medication | Dosage | Route | Time | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|--------|-------|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Medication | Dosage | Route | Time | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|--------|-------|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

D= Day Program H= Home A = Absent R= Refused

| Staff name | Staff signature | Initials |
|------------|-----------------|----------|
| | | |
| | | |
| | | |

| Staff name | Staff signature | Initials |
|------------|-----------------|----------|
| | | |
| | | |
| | | |

* Special Instructions:

Echoing Hope Ranch - MONTHLY MEDICATION RECORD

| Date | Comment | Staff Initials |
|------|---------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Staff Name | Initials |
|------------|----------|
| | |
| | |
| | |

| Staff Name | Initials |
|------------|----------|
| | |
| | |
| | |

OTC meds

- OTC- Over the counter medications can be administered to a person but we must have a OTC standing order on file for the person with a pre-approved list of medications that we are allowed to give. OTC meds are tracked on a separate medication log.





Standing Medical Order: Medications Administered

Home: _____ Client: _____ Month: _____ Year: _____

| Date | Time | Condition | Dose | Medication | Route | Initials |
|-------------|-------------|------------------|-------------|-------------------|--------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Staff Name | Staff Signature | Staff Initials |
|-------------------|------------------------|-----------------------|
| | | |

- Always learn about the individual served's meds so you know what to watch for.
- Desired effects- these are the effects that mean the drug is working the way that we expected it to work.
- Unwanted effects- also known as side effects, these may be expected and predictable such as drowsiness with some seizure meds. They may be harmless or they may be dangerous, therefore staff must know the possible side effects and watch for them.
- Drug interactions- whenever a person is taking more than one drug at a time there is a potential for drug interactions. It may increase the effects or decrease the effects of one or more of the medications or cause other unwanted effects.

Know your resources

- Pill Book-Medication inserts
- On-Call Supervisor
- Poison Control 1-800-222-1222
- Always make sure you are familiar with the medications you administer
- Always follow the FIVE RIGHTS!