

UNIVERSAL

MH / DD / SAS

“Caring People, Caring for People”

MEDICATION ADMINISTRATION

OBJECTIVES

- To review the specific anatomy and physiology pertinent to medication administration
- Discuss legal aspects and documentation re: medication administration
- Discuss the "six rights" of drug administration and correlate them with the principles of medication administration.
- Differentiate among the various route routes of medication administration.

INTRODUCTION

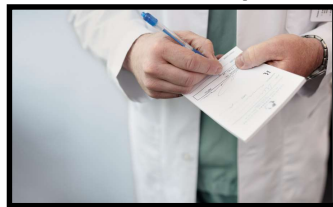
- Medication Administration is a serious responsibility. A person administering medication must know the nature of each medication given. The dictionary defines the term medication as a substance or mixture (other than food) that is used to prevent disease, aide in diagnosis of disease, treat a disease, restore or maintain normal function.
- This class is a training and does not certify you to give medications outside of Universal Mental Health and in no way is intended to replace any other training for medication administration.

IMPORTANT POINTS

- ✧ **Wash hands** with soap and water to prevent germs or infection before and after giving medications and each time hands are contaminated.



- ✧ Physician's orders are required for **EACH** medication

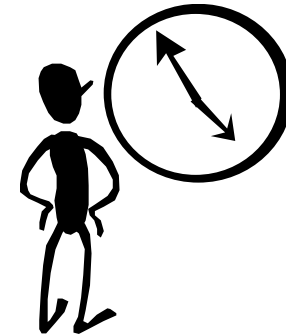


- ✧ You **ARE** legally responsible for medications or treatments administered and the documentation that goes with it.



IMPORTANT POINTS

- ✧ Medication may be given in a grace period of **ONE hour before or ONE hour after** dosing time. This allows flexibility in schedule and activities
- ✧ Delay in administration may cause a **life threatening incident**
- ✧ Storage
 - ✧ Store oral meds SEPARATELY from topical external meds
 - ✧ Per person served - refrigerated meds must be kept in **SEPARATE LOCKED** compartments away from food.



“RIGHTS” OF MEDICATION ADMINISTRATION

- ✧ DOSE
- ✧ INDIVIDUAL
- ✧ ROUTE
- ✧ TIME
- ✧ MEDICATION
- ✧ **DOCUMENTATION** – must match Dr. orders **EXACTLY**
 - ✧ If order says PRN - can NOT document “as needed”
 - ✧ If order says 1 in am , 1 in pm - document those words exactly



ROUTES OF ADMINISTRATION

- ✧ Oral (by mouth)
- ✧ Sublingual (under the tongue)
- ✧ Insertion (inserting drug vaginally or rectally)
- ✧ Instillation (into a body orifice)








ROUTES OF ADMINISTRATION






- ✧ **Topical** (external application)
- ✧ **Inhalation** (into respiratory tract)
- ✧ **Parenteral** (by injection) prohibited by UMHS!



FREQUENTLY USED MEDICAL ABBREVIATIONS

-  qod or QOD = Every other day
-  qd or QD = Once a day
-  bid or BID = Twice a day
-  prn or PRN = As needed
-  qhs or HS = Hour of sleep/bedtime

ABBREVIATIONS CONT...

-  pc or PC = After meals
-  Otc or OTC = Over the counter
-  tid or TID = Three times a day
-  qid or QID = Four times a day
-  po or PO = By mouth

ALWAYS

- ✧ **SHAKE** inhalers before each use unless contraindicated
- ✧ **Check** medication and dosage information following the **SIX** rights when administering
- ✧ Administer medications only **as trained**
- ✧ **ALL** ordered medications must be **documented accurately** on Medication Administration Record (MAR)

ALWAYS

- ✧ Report any error according to agency policy
- ✧ Ask if you have questions or are unsure about how to give a medication or what is to be given
- ✧ Know and adhere to laws and agency policies.

MEDICATION ADMINISTRATION RECORD - Front Page

MEDICATION ADMINISTRATION RECORD

Name: <u>Anita Mann</u>		Record #: <u>1234567</u>															Month/Year: <u>Nov. 2021</u>															
Medication, Strength, Dosage	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	Depokote ER	0800	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS														
Strength	500 mg																															
Dosage	2tabs PO 2x daily	2000	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS	CS															
Medication	Colace																															
Strength	100 mg																															
Dosage	PO daily	0800	CS	CS	CS	CS	CS	R	CS	CS	CS	R	CS	CS	CS	CS	CS															
Medication																																
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Medication																																
Strength																																
Dosage																																
Allergies:	Sulfa																															

MEDICATION ADMINISTRATION RECORD – Back Page

Medication, Strength, Dosage			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
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KEY: R = Respite S = School W = Waste H = Hospital WK = Work RF = Refused O = Off Site

PRN Documentation/Medication Notes

Date	Time Given	Medication and Dosage	Key	Reason	Results or Response	Time Noted	Initials
11/01/21	9A	Tylenol 500 mg 2 tabs	PRN	Given for headache	Headache Improved	10A	CS
11/01/21	10A	Lasix 20 mg	O	Given off-Site	NA	NA	CS

Carmen Sauls

Employee Signature

CS

Initials

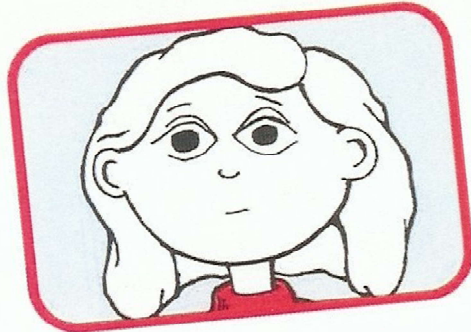
11/01/2021

Date

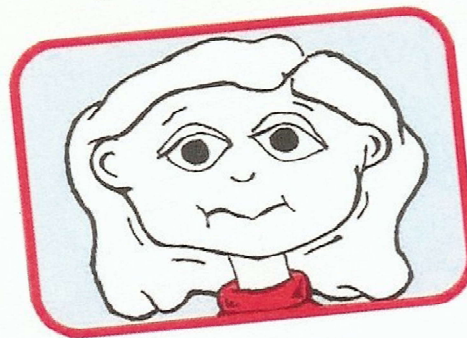
First Aid for Seizures

(Complex partial, psychomotor, temporal lobe)

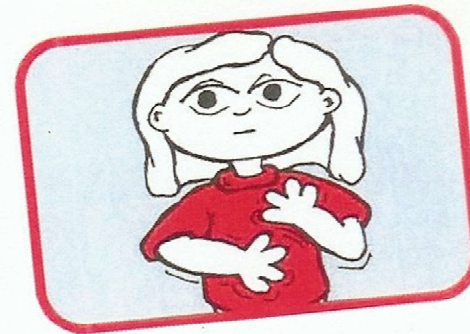
1. Recognize common symptoms



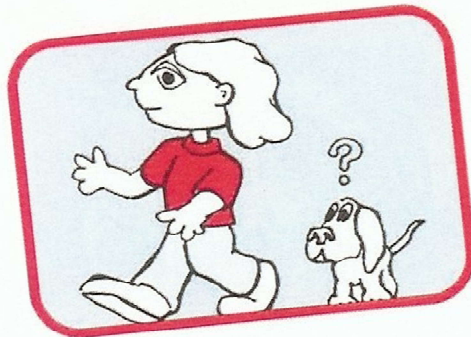
Blank staring



Chewing



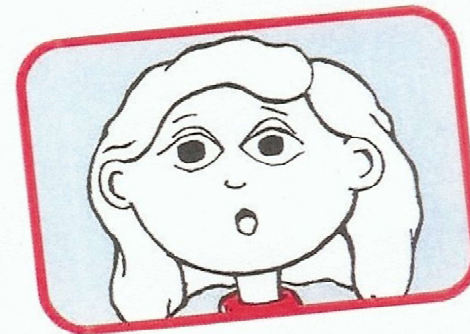
Fumbling



Wandering



Shaking



Confused speech

First Aid for Seizures

(Convulsive, generalized tonic-clonic, grand mal)



**DON'T PUT
ANYTHING
IN MOUTH**

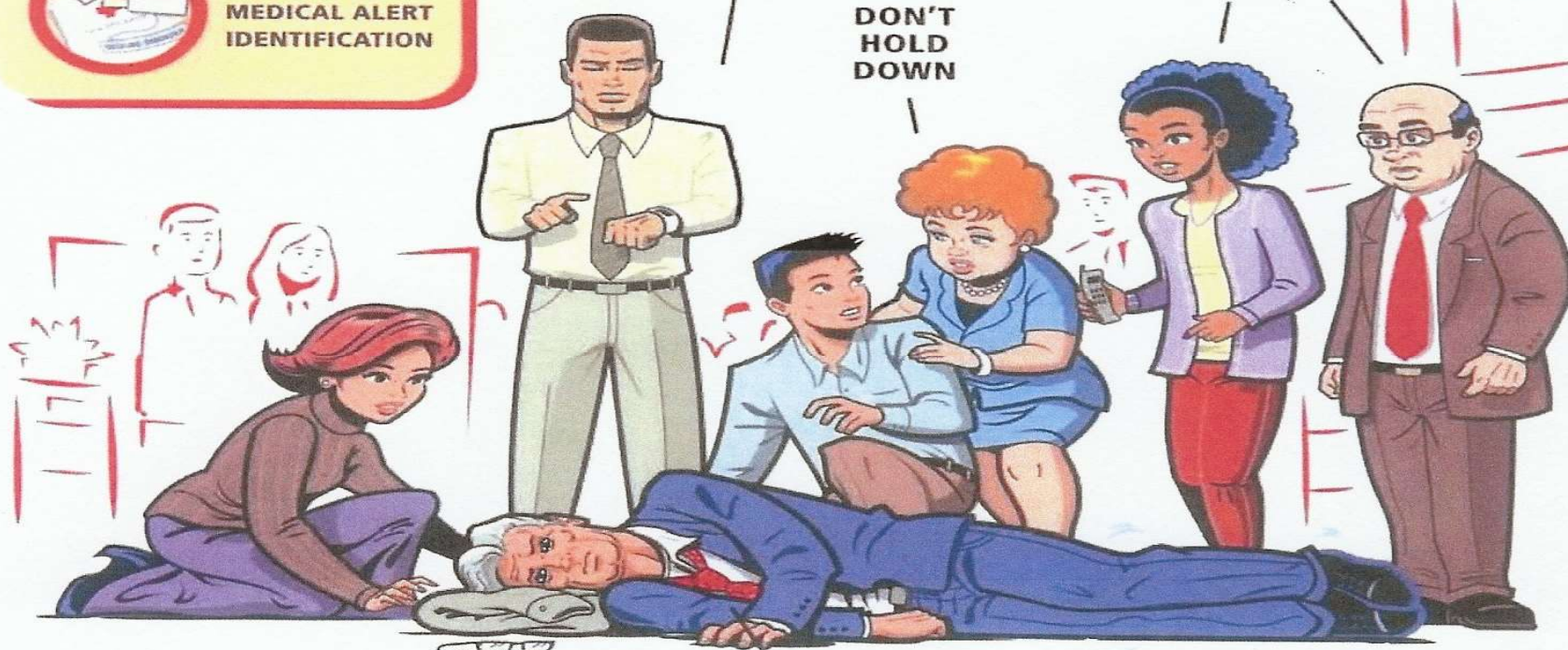


**LOOK FOR
MEDICAL ALERT
IDENTIFICATION**

**TIME THE
SEIZURE WITH
A WATCH**

**DON'T
HOLD
DOWN**

**AS SEIZURE ENDS,
OFFER HELP**



**CUSHION HEAD,
REMOVE GLASSES**

**LOOSEN TIGHT
CLOTHING**

**TURN
ON SIDE**

REASONS TO CALL AMBULANCE

- ✧ A seizure that lasts more than 5 minutes
- ✧ No "epilepsy" or "seizure disorder" identification
- ✧ Slow recovery, a second seizure or difficulty breathing afterwards
- ✧ Pregnancy or other medical diagnosis
- ✧ Any signs of injury or sickness.

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