



WORKBOOK 2

MEDICATION ADMINISTRATION

Good morning,

It is currently 8:00 am on the 10th of the month and you are assigned medication administration. Please review the MEDICATION/TREATMENT CHART and determine what you will do:

- Do you see what medications you will be passing for the 8:00 am medication pass?
- Can you pass medication that you did not prepare/set-up yourself?
- What is the time frame to pass these medications?
- What are the effects of these medications and where do you find that information?
- Should you monitor for the effects of medication?
- What are the 5 rights of medication administration?
- How many times do you check the 5 rights of medication administration before administration?
- How do you document the administration of a medication?
- Can you give medication by different routes at the same time?

Answers are on page 7

Please follow the steps provided on pages 3 and 4 to practice medication administration of the medications you see on the MEDICATION/TREATMENT CHART below.

Pages 5 and 6 have images of the medication storage areas for Jane’s medications.



MEDICATION/TREATMENT CHART

LAST NAME	Doe	FIRST NAME	Jane
ID#	54321	HOME	DOE SD
B.D.	October 28, 1961		
ALLERGIES	NKDA		
MONTH/YEAR	CURRENT MONTH AND YEAR		

MEDICATION	HR	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				
COLACE 50mg/15mL, GIVE ONE TABLESPOON, TWO TIMES A DAY, BY MOUTH	8A	→																																		
	8P	→																																		
TEGRETOL 100 mg TABLETS, GIVE ONE TABLET, THREE TIMES A DAY, BY MOUTH	8A	→																																		
	4P	→																																		
	8P	→																																		
CORTISPORIN EAR DROPS, GIVE TWO DROPS, IN LEFT EAR, THREE TIMES A DAY FOR TEN DAYS	8A	→																																		
	4P	→																																		
	8P	→																																		
NASAL NOSE SPRAY, SPRAY TWICE, IN EACH NOSTRIL, EVERY 12 HOURS FOR SEVEN DAYS	8A	→																																		
	8P	→																																		
ARTIFICIAL TEARS, APPLY TWO DROPS, IN BOTH EYES, FOUR TIMES A DAY FOR SEVEN DAYS	8A	→																																		
	12P	→																																		
	4P	→																																		
	8P	→																																		
TRIPLE ANTIBIOTIC OINTMENT, APPLY SPARINGLY, ONCE A DAY, TO BURN ON THE RIGHT FOREARM	8A	→																																		

← Discontinue after 8pm dose on MM/19/YEAR your initials

← Discontinue after 8pm dose on MM/16/YEAR your initials

← Discontinue after 8pm dose on MM/16/YEAR your initials

Initial Medication and Identify Initials Below with Signature

Initial	Signature	Initials	Signature	Initials	Signature
		Y. S.	Your Signature		

BEHAVIOR OBJECTIVES FOR MEDICATION ADMINISTRATION INTERNAL/ORAL MEDICATIONS

SKILLS	
1. See Medication/Treatment Chart for medications to be administered IDENTIFY EFFECTS: DESIRED, SIDE, AND ADVERSE	
2. Cleaned work area	
3. Washed hands	
4. Checked that medication label corresponded with medication record, <u>ALL FIVE RIGHTS</u>	The right medication For the right person In the right dosage At the right time By the right route
A. (1 st check) before the medication container was removed from storage area	
B. (2 nd check) before medication was removed from the medication container	
	LIQUID: POUR AT EYE LEVEL
	LIQUID: LABEL TOWARDS PALM
	PILLS: INTO CAP FIRST
C. (3 rd check) before the medication container was returned to the storage area	
	*LOCKED MEDICATION BOX
6. Prepared one person's medication at a time	
7. Positively identified the person	
8. Provide privacy	
9. Explained to the person why the medication was ordered & the administration procedure	
10. Administered only the meds he / she prepared	
11. Trainee administered	
A. The right medication	
B. For the right person	Assisted person prn
C. In the right dosage	Checked swallowing
D. At the right time	
E. By the right route	
12. Washed hands	
13. Documented administration immediately	
14. Documented accurately	
15. Observed, described, recorded. Reported area treated & the person's response	

BEHAVIOR OBJECTIVES FOR MEDICATION ADMINISTRATION

EXTERNAL MEDICATIONS

SKILLS	
1. See Medication/Treatment Chart for medications to be administered IDENTIFY EFFECTS: DESIRED, SIDE, AND ADVERSE	
2. Cleaned work area	
3. Washed hands	
4. Checked that medication label corresponded with medication record, <u>ALL FIVE RIGHTS</u>	The right medication For the right person In the right dosage At the right time By the right route
D. (1 st check) before the medication container was removed from storage area	
E. (2 nd check) before medication was removed from the medication container	
F. (3 rd CHECK) again, before medication was removed from the medication container	
	*Locked medication box
6. Prepared one person's medication at a time	
7. Positively identified the person	
8. Provide privacy	
9. Explained to the person why the medication was ordered and the administration procedure	
10. Administered only the meds he / she prepared	
11. Trainee administered	
F. The right medication	Assisted person prn
G. For the right person	Checked tip
H. In the right dosage	Gloves and barrier used
I. At the right time	Used proper position/technique
J. By the right route	Cleaned tip of nasal spray
12. Applied and removed gloves with hand washing	
13. 4d. (4 th check) before the medication container was returned to the storage area checked <u>ALL FIVE RIGHTS</u>	Medication returned to storage
14. Washed hands	
15. Documented administration immediately	
16. Documented accurately	
17. Observed, described, recorded the reported area treated and the person's response	

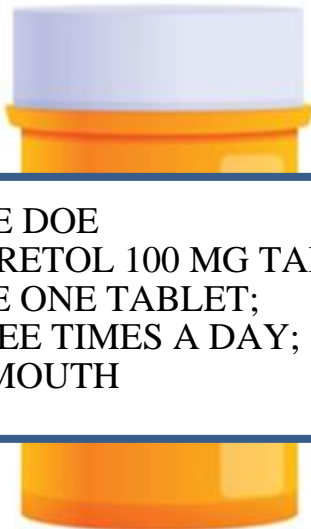
**JANE DOE
INTERNAL MEDICATION STORAGE**



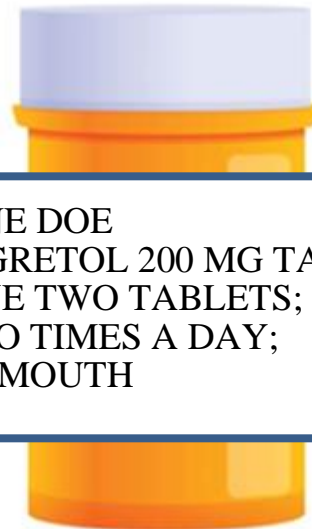
JANE DOE
COLACE 150 mg/15mL;
GIVE ONE TABLESPOON;
AT BEDTIME;
BY MOUTH



JANE DOE
COLACE 50mg/15 mL;
GIVE ONE TABLESPOON;
TWO TIMES A DAY;
BY MOUTH



JANE DOE
TEGRETOL 100 MG TABLETS;
GIVE ONE TABLET;
THREE TIMES A DAY;
BY MOUTH



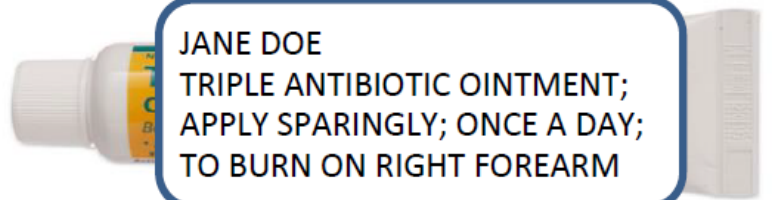
JANE DOE
TEGRETOL 200 MG TABLETS;
GIVE TWO TABLETS;
TWO TIMES A DAY;
BY MOUTH

JANE DOE

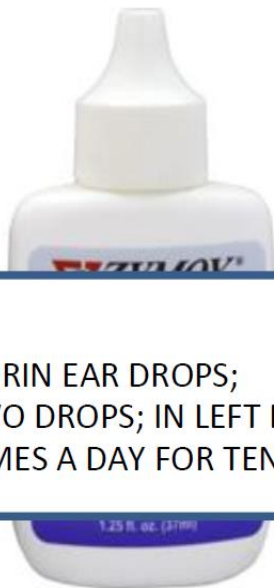
EXTERNAL MEDICATION STORAGE



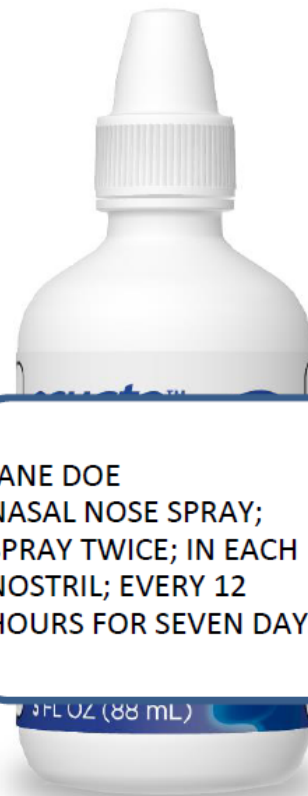
JANE DOE
ARTIFICIAL TEARS;
APPLY TWO DROPS;
IN BOTH EYES;
FOUR TIMES A DAY FOR SEVEN DAYS



JANE DOE
TRIPLE ANTIBIOTIC OINTMENT;
APPLY SPARINGLY; ONCE A DAY;
TO BURN ON RIGHT FOREARM



JANE DOE
CORTISPORIN EAR DROPS;
APPLY TWO DROPS; IN LEFT EAR;
THREE TIMES A DAY FOR TEN DAYS



JANE DOE
NASAL NOSE SPRAY;
SPRAY TWICE; IN EACH
NOSTRIL; EVERY 12
HOURS FOR SEVEN DAYS

Answers for page 2

- Do you see what medications you will be passing?
Ans: All medications on the chart:
Colace 50mg/15mL
Tegretol 100 mg tablets
Cortisporin Ear Drops
Nasal Nose Spray
Artificial Tears
Triple Antibiotic Ointment
- Can you pass medications that you did not prepare/set-up yourself?
Ans: No. I can only give medications I have prepared myself.
- What is the time frame to pass these medications?
Ans: 30 minutes before to 30 minutes after the assigned medication administration time.
- What are the effects of these medications and where do you find that information?
Ans: You can find the effects (therapeutic effects, side effects, adverse reactions, and contraindications) in a pill book, online with a reputable source or the pharmacy pamphlet.
- Should you monitor for these effects of medications?
Ans: Yes. Observe, monitor, and document in your progress notes all the effects of medications.
- What are the 5 rights of medication administration?
Ans: Right Person/Individual
Right Medication
Right Time
Right Dose
Right Route
- How many times do you check the 5 rights of medication administration before administration?
Ans: Always at least 3 times before you administer, external get an additional check before returning to the storage area for a total of 4 checks.
- How do you document the administration of a medication?
Ans: Initial in the box where the date and time meet. If the medication is not given, circle the initials and explain on the back of the medication sheet.
- Can you give medications by different routes at the same time?
Ans: No, medications by different routes must be given separately.
You should prepare, administer, and document the internal medications (Colace 50mg/15 mL and Tegretol 200 mg tablets) before going to any external medications.
Additionally, you should do each of the external medications separately. For example, Cortisporin Ear Drops should be prepared, administered, and documented before going to the Nasal Nose Spray.