

## **CENTRAL CARE POLICY**

### **ASSISTING WITH SELF-ADMINISTRATION OF ORAL MEDICATION**

<b>SUBJECT:</b>	<b>ASSISTING WITH SELF-ADMINISTRATION OR ORAL MEDICATION</b>
<b>ANNUAL REVIEW MONTH:</b>	June
<b>RESPONSIBLE FOR REVIEW:</b>	Director of Central Care
<b>LAST REVISION DATE:</b>	August 2010

#### **A. General Instructions for Procedure:**

1. Wash hands
2. Check MPR with medication container
3. Prepare medications for one consumer at a time; locate medication, read label and remove from medication box. Remember to check expiration date of each medication.
4. Compare name of drug and dose on label with name of drug and dose on MPR.
5. Prepare prescribed dosages of medicine for one consumer at a time.
6. Read label on medicine and check against MPR again before putting back in medication box.
7. Lock medication box. Never leave unlocked medication box unattended. Never leave prepared medications unattended. If it is imperative that the medication is left, make sure that medication is locked up until it can be administered to appropriate consumer.
8. Identify consumer.
11. Provide medication for consumer with a drink of liquid.
12. Ensure that the consumer swallows medication.
13. Chart initials on MPR or PRN record as each medication is administered.
14. Return medication box to locked location. All medications must be stored under a double lock. There will be a lock on the medication box and the locked medication box will be placed in a locked cabinet. Be sure that internal and external medications are separated in the medication box.

## **B. Liquids**

1. Shake bottle if applicable.
2. Remove cap and place it upside down on table.
3. Hold cup in hand so that mark of prescribed dosage is at eye level.
4. Hold bottle in other hand with label next to palm of hand to protect label from spillage.
5. Pour prescribed amount into medicine cup. If the bottle has a dropper, draw up medication to marker of dosage prescribed. Use syringe to obtain appropriate amount if needed.
6. Sit cup on shelf at eye level and check accuracy of amount poured.
7. Wipe rim of bottle with paper towel, replace cap.
8. Follow directions on bottle for diluting medication, if dilution is necessary.
9. If more than one liquid medication is to be given, give separately.

## **C. Tablets, Pills and Capsules**

1. Remove cap from container, hold inverted in hand and gently shake the prescribed number from the bottle into the medicine cup. Avoid touching medicine with hands to avoid contamination.
2. Replace cap and place medicine bottle back on shelf.
4. For unit dose place pill in cup without removing identifying wrapper. This wrapper is removed when the medication is provided to the consumer.

## **D. Drops**

1. Using a medicine dropper, draw up the amount of medication needed.
2. Count number of drops desired as they fall into medicine glass.
3. Replace cap and return to medication.
4. Dilute as ordered or as directed on label.
5. Replace medicine container in medication box.

**E. Sublingual**

1. Instruct the consumer to place the prescribed amount of medication directly under his/her tongue.
2. Instruct consumer to allow medication to dissolve and avoid swallowing until the taste disappears.

**APPROVED:** \_\_\_\_\_ **TITLE:** Director of Central Care **DATE:** \_\_\_\_\_  
George Harris, LCSW