

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: IV PREPARATION AND ADMINISTRATION

PROCEDURE: PREPARE, ADMINISTER, REPORT, AND RECORD OPHTHALMIC (EYE) MEDICATIONS.

NOTE: This procedure must be separate from the administration of oral medications.

1. Wash hands. Using antibacterial hand cleanser is NOT appropriate when administering ophthalmic medications.
2. Review and verify medication administration records/medication cards with physician's order according to facility policy. Check for allergies.
3. Assemble the equipment: medication tray, medication administration record/card, medication, gloves, and tissues.
4. Check the expiration date and that medication has been opened no longer than six months. Check solution for correct color and presence of sediment. Do not use if discolored or an unusual sediment is present. Shake if the medication is a suspension. Medication should be at room temperature unless specified otherwise. New bottles of medications should be marked with the date and time it was opened.
5. Check the medication administration record/card with the label when medication is removed from the resident's individual compartment in the external storage area. Review medication reference materials for any medications with which you are not familiar.
6. Check the medication record/card and the label again.
7. Place medication card with identification on the tray with the medication.
8. Document the medication on the MAR according to facility policy, making sure that the MAR is signed.
9. Place tissues on tray.
10. Carry the tray to the resident's room.
11. Knock on the resident's door and wait for permission before entering.
12. Identify yourself, and explain your purpose as you approach the resident with the medication.
13. Identify the resident by calling his/her name and checking ID bracelet, picture, or with a knowledgeable third person.

14. Position the resident (sitting or lying) with head tilted backwards.
15. Observe the affected eye(s) for unusual conditions that may need to be reported.
16. Put on gloves.
17. Cleanse the eye with a tissue, wiping for the inner corner outward. Dispose of tissue(s).

**CAUTION:** Use a clean tissue if other eye is to be medicated. Use another tissue if a second wiping is needed.

18. Check the medication record/card with the label.
19. Ask the resident to look upward.
20. Hold lower eyelid away from the eye to form a pouch.
  - A. For eye drops:
    - a. Instill drop into the pouch, never directly onto the center of the eyeball.
    - b. With a finger, apply pressure to the inside corner of the eye (inner canthus) for one (1) minute. If an additional drop for the same medication is to be given, wait one minute before administering the second drop. If a different medication is to be given, wait five minutes before instilling the second medication.
  - B. For eye ointments:
    - a. Apply ointment in a thin strip along the inside of the lower eyelid. If the ointment is given after an eye drop, wait five minutes after administering the drop before administering the ointment.

**CAUTION:** Do not contaminate the dropper or ointment by touching any part of the eye.

21. Instruct resident to close eye gently and keep eyes closed for a few minutes.

**CAUTION:** Warn resident not to squeeze eyelids together.

22. Blot excess medication from cheek with tissue.

**CAUTION:** Do not wipe medication out of eye.

23. Remove gloves and dispose in appropriate container. Wash hands.

24. Read label of medication again as it is returned to the external storage area.
25. Report unusual symptoms to licensed nurse and record essential information.