

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: IV PREPARATION AND ADMINISTRATION

PROCEDURES: PREPARE, ADMINISTER, REPORT, AND RECORD VAGINAL MEDICATIONS

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

1. Wash hands or use facility approved antibacterial hand cleanser if handwashing facilities are not available.
2. Review and verify medication administration records/medication cards with physician's order according to facility policy. Check for allergies.
3. Assemble equipment: medication tray, medication record/card, medication, tissues, gloves, water soluble lubricant (if needed), tissues, and paper towels.
4. Check medication record/card with label when removing medication from resident's individual compartment in external storage area. Review medication reference materials for any medications that you are not familiar with.
5. Remove medication from container.
6. Check label with medication record/card again.
7. Prepare the medication and place on the same tray with identification.
8. Check the label on the container a third time.
9. Squeeze small amount of water-soluble lubricant on paper towel (if needed).
10. Document the medication on the MAR according to facility policy, making sure that the MAR is signed.
11. Read label again when returning the medication container to the external storage area.
12. Carry tray to resident's room.
13. Knock on the resident's door and wait for permission to enter.
14. Identify yourself, and explain your purpose as you approach the resident with the medication.
15. Identify resident by calling her name and checking ID bracelet, picture, or with knowledgeable third person.

16. Provide privacy.
17. Position resident on back with knees raised or in another appropriate position and cover the legs to provide warmth.
18. Remove wrapper from suppository or applicator.
19. Lubricate suppository or applicator (if necessary).
20. Ask resident to relax and breathe deeply.
21. Retract labia exposing vaginal orifice with one hand. Observe for any unusual symptoms or drainage.
22. Insert applicator or suppository into the full length of the vagina.
23. Remove applicator slowly.
24. Wipe excess lubricant from vagina with tissues.
25. Dispose of disposable applicator, tissues, and paper towels according to facility policy.
26. If using a reusable applicator, clean applicator according to manufacturer's guidelines.
27. Remove gloves and dispose of in a appropriate container; wash hands.
28. Return reusable applicator to external storage area.
29. Report unusual symptoms to the licensed nurse. Report and record essential information.