

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT IV: PREPARATION AND ADMINISTRATION

EVALUATION ITEMS:

NAME OF STUDENT: \_\_\_\_\_

**PREPARE, ADMINISTER, REPORT, AND RECORD ORAL MEDICATIONS**

EQUIPMENT:

1. Medicine cups
2. Medicine records/cards
3. Medication
4. Medication tray
5. Water glasses
6. Spoons
7. Straws
8. Paper towels
9. Water/juice in a covered pitcher
10. Applesauce/jelly/pudding in a covered container marked with the date opened

CHECK IF THE STUDENT DID THE FOLLOWING	YES	NO
1. Wash hands or use facility approved antibacterial hand cleanser if handwashing facilities are not available.		
2. Review and verify medication administration records/cards with physician's order according to facility policy. Check for allergies. Obtain vital signs if required.		
3. Assemble equipment: medication tray, medication cups, single-use paper towel, individual medications, cups, spoons, straws, water, juice, applesauce, jelly, pudding, etc.		
4. Organize medications in the order of administration. Review medication reference materials for any medications with which you are not familiar.		
5. Wash hands if contaminated.		
6. Remove first resident's medication bin from storage and place on work counter.		
7. Check medication record/card and remove that container of medication from bin. Verify medication strength, dose and labeled direction on the medication administration record (MAR) against the label on the card or bottle.		

8. Prepare medication: <u>Tablets and capsules</u> – Pour into cap then into medication cup when pouring from bottle. From bubble card or other container, punch or pour directly into medication cup. Medications may be crushed according to the doctor's order and manufacturer's guidelines. <u>Liquids</u> – shake liquid if it is labeled to be shaken. Holding label to palm, pour into calibrated cup at eye level. <u>Powders</u> – Pour into medicine cup and dilute with appropriate liquid. <u>Drops</u> – Measure vertically into cup and dilute with appropriate liquid.		
9. Check medication record/card with the label again.		
10. Place medication card and identification on the medicine tray.		
11. Check the label against the MAR a third time and return the medication container to appropriate storage.		
12. Document the medication on the MAR according to facility policy, making sure that the MAR is signed.		
13. Continue same procedure until the resident's medications for the time period are prepared.		
14. Return the medication bin to the storage cabinet.		
CAUTION: Prepare only one resident's medications at a time.		
15. Knock on the resident's door and wait for permission before entering.		
16. Identify yourself, and explain your purpose as you approach the resident with the medication.		
17. Identify the resident by calling his/her name and checking ID bracelet, picture, or with a knowledgeable third person.		
18. Hand the medication to resident with a glass of water if needed. An adequate and appropriate amount of fluids (4-8 oz) should be offered with the medication. Be aware of residents who require thickened liquids. For medications that must be given with food, provide a small snack as permitted on the resident's diet if the medication is not being given immediately after a meal.		
NOTE: The medication pass should not be interrupted.		
19. Assist resident as needed.		
20. Remain with resident until medication is swallowed.		
21. Discard contaminated medication cup in appropriate container.		
22. Wash hands.		
23. Proceed to next resident.		
24. When the medication pass is complete, return all equipment to medication preparation area. Report and record essential information.		
25. Sanitize and store equipment.		

The student has satisfactorily completed the procedure "PREPARE, ADMINISTER, REPORT, AND RECORD ORAL MEDICATIONS" according to the steps outlined.

Instructor's Signature  
(Verifying Satisfactory Completion)

Date