

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT IV: PREPARATION AND ADMINISTRATION

EVALUATION ITEMS:

NAME OF STUDENT: _____

PREPARE, ADMINISTER, REPORT, AND RECORD OTIC MEDICATIONS

EQUIPMENT:

1. Medication tray
2. MAR/Medication card
3. Medication
4. Cotton balls
5. Gloves.

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

CHECK IF THE STUDENT DID THE FOLLOWING	YES	NO
1. Wash hands. 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 the equipment: medication tray, medication administration record/card, medication, gloves, and cotton balls.		
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 unusual sediment is present; shake suspensions. 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 with 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 cotton balls 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 knowledgeable third person.		
14. Wash hands and put on gloves.		
15. Position the resident. Lower the head of the bed if possible and turn resident's head to opposite side. If in a chair, tilt head sideways.		
16. Clean the external ear with a cotton ball.		
17. Observe the condition of the affected ear.		
18. Read medication record/card and medication label again.		
19. Draw the medication into the dropper.		
20. Pull the ear lobe gently backward and upward for adults, downward, and backward for children.		
21. Instill the number of drops ordered in the ear canal. Direct ear drops toward the side of the ear canal to prevent air from being trapped. CAUTION: Do not contaminate the dropper by touching any part of the ear canal.		
22. Place a clean cotton ball loosely in the ear. CAUTION: Do not push hard on the cotton ball.		
23. Instruct the resident to maintain the same position for two to three minutes.		
24. Wait at least five minutes to instill drops into the other ear if both ears are to be medicated.		
25. Remove and dispose of gloves properly. Wash hands.		
26. Read label when returning medications to external storage area.		
27. Report unusual symptoms to licensed nurse and record essential information.		

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

Instructor's Signature
(Verifying Satisfactory Completion)

Date