

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: IV PREPARATION AND ADMINISTRATION

SCOPE OF UNIT:

Guidelines and procedures for preparation, administration, reporting, and recording of oral, ophthalmic, otic, topical, transdermal, oral metered dose inhaler, nasal, rectal, vaginal, as well as administration of oxygen by nasal cannula.

INFORMATION TOPIC: IV-13 OR DEMONSTRATION: IV-13

**PREPARE AND ADMINISTER MEDICATIONS**  
(Lesson Title)

OBJECTIVES- THE STUDENT WILL BE ABLE TO:

**Demonstration:**

1. Prepare, administer, report, and record individual oral medications according to proper procedures.
2. Prepare, administer, report, and record ophthalmic (eye) medications according to proper procedures.
3. Prepare, administer, report, and record otic (ear) medications according to proper procedures.
4. Prepare, administer, report, and record topical medications according to proper procedures.
5. Prepare, administer, report, and record transdermal patches according to proper procedures.
6. Prepare, administer, report, and record oral metered dose inhaler medications according to proper procedures.
7. Prepare, administer, report, and record nasal medications according to proper procedures.
8. Prepare, administer, report, and record vaginal medications according to proper procedures.
9. Prepare, administer, report, and record rectal medications according to proper procedures.
10. Administer oxygen by nasal cannula according to proper procedures.

#### SUPPLEMENTARY TEACHING/LEARNING ITEMS:

1. HO 32: Medication Administration Errors.
2. HO 33: Administering Sublingual and Buccal Medications.
3. HO 34: Use of Aerosol Holding Chamber.
4. Medicine cups.
5. Medicine cards/sheets.
6. Medication samples (including suppositories).
7. Medication tray.
8. Gloves.
9. Lubricant (water-soluble).
10. Tissues.
11. Paper towels.
12. Teaching manikin.
13. Alcohol wipes.
14. Cotton balls.
15. Oxygen tank on cart with flowmeter/oxygen concentrator with flowmeter.
16. Humidifier jar.
17. Nasal cannula.
18. NO SMOKING sign.
19. Sterile distilled water.
20. Sterile applicators.

#### INFORMATIONAL ASSIGNMENT:

Read Lesson Plan 13 prior to class and be prepared to return the demonstration on preparing and administering medications using the medication record sheets for your own facility.

## INTRODUCTION:

In the preparation and administration of medications basic guidelines assure the administration of the right drug to the right resident at the right time with the right dosage, form, and route of administration. The medication technician plays an important part in maintaining the individual's optimum health by always following the steps of procedure for preparing and administering medications.