

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: IV PREPARATION AND ADMINISTRATION

PROCEDURES: PREPARE, ADMINISTER, REPORT AND RECORD RECTAL 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, gloves, water soluble lubricant, tissues, 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.
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 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 his/her name and checking ID bracelet, picture, or with a knowledgeable third person.

16. Provide privacy.
17. Wash hands and put on gloves.
18. Position resident on left side and expose only the buttocks area. Note: make sure resident is clean of urine or feces. If necessary, provide peri care. If peri-care is given, remove gloves, wash hands, and put on clean gloves for administration.
19. Remove wrapper from suppository.
20. Lubricate suppository or applicator.
21. Ask resident to relax and to breathe through mouth. Explain to resident that he/she will feel pressure on the rectum but that he/she should not try to push or defecate.
22. Separate buttocks and insert suppository into rectum beyond the sphincter and against rectal wall (up to middle joint of finger).

CAUTION: Do not embed suppository into fecal material.

23. Remove finger.
24. Wipe excess lubricant from anus.
25. Remove gloves and discard in appropriate container.
26. Wash hands.
27. Make the resident comfortable with the call light within reach.
28. Observe resident every five to ten minutes following insertion for results if necessary for medication administered.
29. Report unusual symptoms to the licensed nurse. Report and record essential information.