

LESSON PLAN: 13

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: IV PREPARATION AND ADMINISTRATION

PROCEDURE: PREPARE, ADMINISTER, REPORT, AND RECORD TOPICAL 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: individual medication tray, medication record/card, medicine cup, medication, clean applicators (tongue blade, cotton swab, etc.), gloves, and a small plastic trash bag.
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 with which you are not familiar.
5. Remove medication from container. If the medication is supplied in a jar, use a clean applicator to remove the amount of medication needed and place it in a medicine cup.
6. Check the label with the 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. Document the medication on the MAR according to facility policy, making sure that the MAR is signed.
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 a knowledgeable third person.
14. Provide for privacy.

15. Expose only the area to be treated.
16. Wash hands and put on gloves.
17. Open applicator package.
18. Observe skin for unusual symptoms.
19. Apply medication gently to skin according to doctor's orders and manufacturer's instructions.
20. Place applicator in a plastic trash bag. Dispose of trash bag according to facility policy.

CAUTION: Do not place trash bags in resident's trash can.

21. Remove gloves and wash hands.
22. Clean ointment tubes or bottles according to facility policy and return to storage.
23. Report unusual findings to the licensed nurse. Report and record essential information.