

## How to Administer Medications and Treatments:

1. **Wash/sanitize** your hands and clean the counter before and after administering medications.
2. **Prepare and administer only one resident's medications at a time. Medications cannot be prepared for all residents at once and then dispensed.**
3. **Always check** the medication administration record (MAR) against the pharmacy label before administering:
  - Resident name
  - Medication
  - Dose
  - Time
  - Route of administration
  - Expiration date
  - Special instructions
4. **Compare the label to the MAR three (3) times** before giving the medication(s)
  - when removing the medication/bubble pack from the locked medication storage receptacle
  - before preparing, popping or pouring
  - after preparing, popping or pouring and before administering
5. **If there is a difference between the label and the MAR**, check the practitioner's order and call the pharmacy for recommendations before administering.
6. **Check appearance of the medication**; if there is any irregularity, check with the pharmacy before administering.
7. If using bubble pack, **date, initial and time given must be documented on the bubble pack.**
8. If needed, **crush medications only after checking with the pharmacy** since the medication may be time-release or enteric-coated. Wipe the device used with a damp paper towel after each use to avoid mixing drugs. Crushed medications should be mixed in a small amount of applesauce (unless specified differently) just before administering.
9. **Return all medications to the locked medication storage receptacle after all medications are prepared for the one resident.** Do not leave any medications on surface of counter. Always lock medication closet/cart/room when not preparing medications.
10. **Identify the resident** by photo comparison on the MAR and by verbal confirmation when possible.
11. **Explain** what you are doing with the resident and ask them to take their medications.
12. Remain with the resident and **observe them taking their medication.**
13. **Document the medication was given immediately after each resident has taken their medication.**
14. **Initial the correct box on the MAR** for each medication after it is administered. **Sign the MAR**; be sure initials on the front match the initials and signature on the back.
15. **Circle your initials on the MAR if the medication(s) are not administered** as ordered or given at a different time and record the reason on the back of the MAR.
16. When the same **PRN medication is given more than five (5) times in any seven (7) day period, the practitioner must be notified** and a request for an appointment and/or a medication review by the practitioner should occur. Document in the resident record along with any specifics related to resident's condition.
17. Per the practitioner order, some medications require the measurement of a **pulse, blood pressure, oxygen saturation or weight before administration.** Follow specific practitioner order related to parameter result and administration of medication. **Parameter measurements must be documented on the MAR.**
18. When giving certain medications such as insulin or transdermal patches, site rotation must be charted in the appropriate space in the MAR.
19. **If the medication is ordered but not present** in the resident's compartment:
  - a) Check the other residents' compartments to see if it was misfiled and check back up medication supply area.
  - b) Call the pharmacy to obtain the medication.
  - c) Document that the pharmacy has been called and the results of the call.
20. **Observe the resident for any medication side effects.** Notify your immediate supervisor and/or the practitioner if you observe any changes.