

Name of person being validated _____ Date: _____

MEDICATION ADMINISTRATION SKILLS CHECKLIST

- _____ Washes hands and prepares med area (clean) and obtains supplies needed
- _____ Obtain keys and MAR book
- _____ Checks MAR for needed information (special instructions) and notes allergies
- _____ Removes needed medications from storage
- _____ Checks each entry on MAR for meds to be administered at this time
- _____ Compares the MAR entry with each MED label
 - _____ Right Consumer (name) _____ Right Medication
 - _____ Right Dose _____ Right Time
 - _____ Right Route _____ Right Reason
- _____ Checks expiration date of each medication
- _____ Can state common unintended and allergic reactions to each med (can use drug info)
- _____ Administration: Consumer sitting or standing complies with special instructions
 - _____ Remind consumer what each med is and what it is for (if is appropriate)
 - _____ Removes the correct amount of med from each container (pops bubbles in correct order)
 - _____ Places meds in consumers clean hand or pill cup (separates chew from whole meds)
 - _____ Offers an appropriate drink before taking meds
 - _____ Observes consumer place meds in mouth and swallow with more liquid
 - _____ Checks mouth—meds swallowed
- _____ Assistance with medication: Was the amount the minimum amount needed for safe and accurate med administration _____
- _____ Crush meds for administration: Complies with doctor's orders to do so
 - _____ Obtain clean crusher _____ Pops (places) meds in pill crusher
 - _____ Twists lid down and with a back and forth motion till meds are a fine powder
 - _____ Places food in a cup then places crushed med on top and cover with more food
 - _____ Stir gently, scoops up food with meds and gives to the client
 - _____ Ensures all medication is swallowed, rinse down with more food, rinse mouth
- _____ To comply with Dr. order splits pill for administration
 - _____ Wear gloves to touch a pill. Uses a clean pill splitter.
 - _____ Places pill in the small part of the V and closes the pill splitter
 - _____ Opens splitter widely (uses precautions-blade) and removes one half and places in cup
 - _____ Returns other half of pill to original container properly (continue admin process)
- _____ Liquid medication
 - _____ Shakes bottle if asked to do so
 - _____ Uses appropriate measuring cup (device)
 - _____ Shows instructor the correct line to pour to
 - _____ Viewing at eye level pours the correct amount into the cup (double checks)
 - _____ Offers appropriate liquid, then liquid med
 - _____ Observes consumer swallow liquid, pours more water into cup and swishes around
 - _____ Offers cup to consumer ensuring all the med is swallowed and follows with a drink
 - _____ Makes sure cap and rim are clean before replacing cap and returning med to storage.
 - _____ Offers cup to consumer ensuring all the med is swallowed and follow with more liquids leaving consumers mouth rinsed
 - _____ Makes sure cap and rim are clean before replacing cap and returning med to storage.
- _____ Record correctly on MAR that each med was taken, Ensures all meds to be taken at this time are taken.
- _____ Cleans supplies, return meds to storage and if done locks up the meds and then washes hands.
- _____ If this is one of the first three doses of a new medication or a PRN medication observes the client for 20 minutes