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