

Guidelines for Administration of Medication

Over the counter medication:

- Always follow the regarding dosage, storage, etc.
- Check with physician re: side effects with any prescription medication client is taking
- Ask family or social worker about any known allergies

Prescription medication:

- The medication must be in its original container or duplicate container from the pharmacy. The container must have a legible label (never remove the label) from the pharmacy indicating:
 - Client's name
 - Date
 - Name of medicine
 - Dosage and time
 - Expiration date of medication
 - Doctor's/nurse practitioner's name
 - Pharmacy name and telephone number
- Medications are to be given only to the client indicated on the label (i.e. other residents, other family members, staff)
- Label constitutes the physicians/nurse practitioner's order
- Samples must be accompanied by a doctor's written prescription
- A list of the known side effects or the effects of missed medication must be kept with the medication. This can be obtained from the pharmacy.
- Do not give client expired medications. Dispose of all expired medications properly.
- Keep medication logs indicating:
 - Written instructions from a physician, a prescription label is sufficient
 - The consequences if the medication is not taken as directed
 - The adverse reactions to the medication that must be reported to the resident's physician
 - Instruction from the resident's physician indicating when the physician must be notified if the medication is not taken as prescribed
 - Notation of when a medication is started, changed, or discontinued
 - Notation of any reports made to the resident's physician whenever the resident does not take the medication as prescribed or there are any adverse medication reactions

The 5 R's of medication administration:

Right Client – Properly identify the client

Right Medication – Administer the correct medication. Check prior to administration

Right Dose – Administer the right amount of medication.

Right Time – Administer the medication at the prescribed time. This can usually be within 30 minutes earlier or later than the designated time unless otherwise specified by the physician or pharmacist.

Right Route – Use the prescribed method of medication administration