HANDOUT # 1B

Common Routes of Medication Administration

- **Oral** – taken by the mouth and swallowed
- **Buccal** – placed between cheek and gum
- **Sublingual** – placed under the tongue
- **Eye** – placed in the pocket of the eye created when the lower eyelid is gently pulled down
- **Ear** – placed in the ear canal created when the external ear is pulled up and back
- **Nasal** – placed in the nostril
- **Inhalant** – inhaled into the lungs
- **Transdermal** – placed and affixed to the skin
- **Topical** – applied to the skin or hair
- **Vaginal** – inserted into the vagina
- **Rectal** – inserted into the rectum
- **Subcutaneous**– injected into the fat with a syringe

HANDOUT # 1C

Common Dosage Forms of Medications

- **Tablet**
  - Hard, compressed medication in round, oval, or square shape
  - Some have enteric coating or other types of coatings, which delay release of the drug and cannot be crushed or chewed
- **Capsule**
  - In a gelatin container that may be hard or soft
  - Dissolves quickly in stomach
- **Liquid** – different types of liquid medications
  - Solution – a liquid containing dissolved medication
  - Suspension – a liquid holding undissolved particles of medication that must be shaken before measuring and administering to resident
  - Syrup – a liquid medication dissolved in a sugar water to disguise its taste
  - Elixir – a sweet alcohol based solution in which medications are dissolved
- **Suppository**
  - Small solid medicated substance, usually cone-shaped
  - Melts at body temperature
  - May be administered by rectum or vagina
  - Refrigerate as directed by manufacturer
- **Inhalant**
  - Medication carried into the respiratory tract using air, oxygen or steam
  - Inhalants may be used orally or nasally
- **Topical** – applied directly to the skin surface. Topical medications include the following:
  - Ointment – a semisolid substance for application of medication to the skin or eye
  - Lotion – a medication dissolved in liquid for applying to the skin
  - Paste – a semisolid substance thicker and stiffer than an ointment containing medications
  - Cream – semisolid preparation holding medication so it can be applied to skin
  - Shampoo – liquid containing medication that is applied to the scalp and hair
  - Patches (transdermal) – medication encased in a round, square, or oval disc that is affixed to the skin
  - Powder – fine, ground form of medication that may be used to be swallowed, or may be used as on the skin for rashes
  - Aerosol sprays – solution that holds the medication suspended until it is dispensed in the form of a mist to spray on the skin

HANDOUT # 1D

Six Rights of Medication Administration

- A method used during medication administration to safeguard the residents; before administering the medication the Medication Aide must ask self six questions – ***Am I giving the medication to the right resident? Am I giving the right medication? Am I giving the right dose? Is this the right route? Is this the right time? Have I completed the right documentation?***

  - **Right resident** – identify resident to assure you are giving the medication to the resident who is supposed to receive the medication and using procedure required by the facility, such as photo on the MAR, asking a resident his/her name, etc.

  - **Right medication** – the name of the medication ordered by the physician; always use the three checks

  - **Right dose** – the amount of medication ordered

  - **Right route** – the method of medication administration

  - **Right time** – when the resident is ordered to receive the medication

  - **Right documentation** – the process of writing down that a medication was administered to the resident on the MAR **OR** if a medication was not administered and the reason it was omitted

Medication Errors

Medication Error - when a medication is administered in any way other than how it was prescribed

- **Examples**
  - Omissions
  - Administration of a medication not prescribed by the prescribing practitioner
  - Wrong dosage, wrong time, or wrong route
  - Crushing a medication that shouldn't be crushed
  - Documentation errors

- **Medication aide's role**
  - Understands the facility's medication error policy and procedure or knows where to locate it
  - Recognizes when a medication error is made
  - Understands importance of acting quickly to report and correct medication errors to help prevent more serious problems

- The quicker the error is noted and reported, the better for the resident

- Reporting all the details around the error can help facility identify issues that may have contributed to the error and the facility may be able to make changes based on the information provided that can help to decrease medication errors in the future