Section 1

Basic Medication Administration Information/Terminology

Section 1 – Basic Medication Administration Information/Terminology

Objectives:

1. Match common medical abbreviations with their meaning.
2. List and describe common dosage forms of medications.
3. List and describe common routes of medication administration.
4. List the six rights of medication administration.
5. Describe what constitutes a medication error and actions to take when a medication error is made or detected.
6. Describe resident's rights regarding medications – refusal, privacy, respect, and chemical restraint.
7. Define medication "allergy" and describe responsibility in relation to identified allergies and suspected side effects.
8. Demonstrate the use of medication resources or references.

Advance Preparation – In General

- Review curriculum and presentation materials and activity
- Add examples or comments
- If no student manual used, prepare copies of handouts for section for each student

Supplies

- **Handouts**
  - #1A – Abbreviations
  - #1B – Common Routes of Medication Administration
  - #1C – Common Dosage Forms of Medications
  - #1D – Six Rights of Medication Administration
  - #1E – Medication Errors
  - #1F – Residents' Refusal to Take Medications
- Equipment and Supplies Used During Administration of Medications
  - Refer to page 1-3 for examples of supplies and equipment to show students
- Medication Resources or References used at adult care home
- Medication Policy and Procedure for adult care home

Advance Preparation – Medication Resources or References Activity

Refer to instructions on page 1-9 for activity

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Content

☑ **TEACHING TIP: Infection Control Course**

Determine whether students have had the Infection Control Course required for adult care home staff. If not, the student should complete the training as soon as possible. Information on infection control in this course is minimal

☑ **TEACHING TIP: Abbreviations**

If available, locate the approved abbreviation list at the adult care home and point out this to the students

Common Abbreviations

- Abbreviation – a shortened form of a word or phrases
- Often used in medical and residents' records, such as physician's orders
- Medication Aides must learn abbreviations for terms common to medication administration
- On the Medication Administration Record (MAR), abbreviations should be spelled out
- Be aware that abbreviations can lead to mistakes if they are not legible
- Always check with the supervisor if you have questions about abbreviations

☑ **HANDOUT #1A: Abbreviations**

Distribute a copy of the handout, *Abbreviations* to each student, or locate handout in Student Manual

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☑ **TEACHING TIP: Abbreviations Handout**

Tell students:

- These are abbreviations that you will see frequently when you give medications to your residents
- You should learn these abbreviations

☑ **HANDOUT #1B: Common Routes of Medication Administration**

Distribute a copy of the handout on Common Routes of Medication Administration to each student or locate handout in Student Manual

☑ **TEACHING TIP: Common Routes of Medication Administration**

Referring to the handout and the content below, discuss the common routes of medication administration. Use visual aids if available

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**

Distribute a copy of the handout on Common Dosage Forms of Medications to each student or locate handout in Student Manual

☑ **TEACHING TIP: Common Dosage Forms of Medications**

Referring to the handout and the content below, discuss the common dosage forms of medication administration. Use visual aids if available

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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 can not 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

☑ **Teaching Tip: Introduction to Equipment and Supplies Used During Administration of Medication**

Show examples of supplies and equipment used during medication administration

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Equipment and Supplies Used During Administration of Medication

- Medication cart
- MAR for each resident
- Soufflé cups for oral medications in pill or capsule form
- Calibrated plastic cups and oral syringes or droppers for oral liquid medications
- Alcohol wipes for use with injections
- Insulin syringes for use with insulin administration
- Sharps equipment
- Band-Aids for use with injections
- Lubricant for use with suppositories
- Blood pressure cuff, stethoscope, blood glucose meter as needed
- Gloves to use when coming into contact with mucus membranes (administering vaginal or rectal suppositories) and blood/body fluids (administering injections)
- Water cup and water for resident to drink when taking oral medications
- Soap/water/paper towels or alcohol-based hand rubs to use before preparing medications/before administration of medication to each resident/after administration of medication to each resident
- Food, such as applesauce or pudding to use when administering crushed medications

☑ **HANDOUT #1D: Six Rights of Medication Administration**

Distribute a copy of the handout on Six Rights to each student or locate handout in Student Manual

Referring to the handout and the content below, discuss the Six Rights of Medication Administration

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 done 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 and writing down if a medication ordered was not administered and the reason it was not administered

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☑ **HANDOUT #1E: Medication Errors**

Distribute a copy of the handout on Medication Errors to each student or locate handout in Student Manual

Referring to the handout and the content below, discuss the definition of medication errors, examples and the Medication Aide's role

Medication Errors

- Describe – occurs when the administration of a medication is not as prescribed by the doctor or prescribing practitioner; 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
  - Understand the facility's medication error policy and procedure or know 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

Medication Administration and Resident's Rights – Importance and Examples

- Respect – how the resident is addressed
  - Do not interrupt resident while eating for the administration of medications, such as oral inhalers and eye drops
  - Do not awaken resident to administer a medication that could be scheduled or administered at other times
  - Inform resident about the procedure that is about to be performed
  - Answer resident's question about medication
- Refusal – resident has the right to refuse medications
  - Never force a resident to take a medication
  - Follow the facility's policy and procedure when a resident refuses medications (policy and procedure ensures that physician is notified in a timely manner based on resident's physical and mental condition and the medication
- Privacy – being away from the public
  - Knock on closed doors before entering
  - Do not administer medications when resident is receiving personal care or in bathroom

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- Do not administer an injection outside resident's room if the resident receiving the injection or other residents present are offended by this
- Do not administer medications outside the resident's room that require privacy and removal of clothing, such as vaginal and rectal administrations, dressing changes and treatments

- Chemical restraint – means a drug that is used for discipline or convenience and not used to treat a medical symptom
  - Do not administer medications, especially psychotropics, for staff convenience

☑ **HANDOUT #1F: Resident's Refusal to Take Medications**

Distribute a copy of the handout on Reasons for Resident's Refusal to Take Medications to each student or locate handout in Student Manual

Medication Allergy

- A reaction occurring as the result of an unusual sensitivity to a medication or other substance
  - May be mild or life-threatening situation
  - May include rashes, swelling, itching, significant discomfort or an undesirable change in mental status, which should be reported to physician
- Role of Medication Aide
  - Should understand that information on allergies should be reported to the pharmacy and physician and this information is recorded in the resident's record
  - Upon admission, important to document any known allergies or if there are no known allergies should also be documented
  - Provide immediate emergency care if severe rash or life-threatening breathing difficulties occur

Recognizing and Reporting Side Effects

- Resident may have various side effects from taking certain medications
- Side effects include but are not limited to the following
  - Change in behavior
  - Change in alertness
  - Change in eating or swallowing
  - Change in mobility
  - Skin rashes
- When there is a change in the resident, follow the adult care home's policy on what to do and who to notify, which may include
  - Notifying the supervisor, health care professional and/or physician
  - NOT administering a medication when there is a change in the resident without contact with the resident's physician

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- Observation of the resident is an important step in the cycle of medication administration
  - Resident's physician and health care providers often depend on the observations of direct care staff when evaluating residents
  - Also depend on Medication Aides to observe residents for both desired and undesired effect of medication

To insure safe care, the Medication Aide must be taught how to observe and report changes in the resident physical and/or mental status. The Medication Aide must know what to report, to whom it should be reported, and when and how to report observations

☑ **TEACHING TIP: Medication Resources or References**

Locate and demonstrate use of the following written materials housed at the adult care home: medication resources, reference books, manuals and/or pharmacy information sheets; and policy and procedure manuals, particularly the sections that address medication administration. Resources written for non-health professionals are recommended for use by Medication Aides instead of references written for health professionals, such as *The Physician's Desk Reference (PDR)*

Examples of Resources to use:

- The Pill Book Mass Market Paperback by Harold M. Silverman (Author)
- The PDR Pocket Guide to Prescription Drugs [Mass Market Paperback] PDR Staff (Author)
- Complete Guide to Prescription & Nonprescription Drugs Paperback – by H. Winter Griffith (Author)

☑ **ACTIVITIES: Medication Resources or References**

Require each student to

- Look up at least three unique medications commonly ordered for residents living in adult care homes in a medication resource/reference book, such as Lasix, Coumadin, and Synthroid
- View the table of contents in the policy and procedure manuals at the adult care home and look up and read about at least two policies/procedures regarding medication administration

Proceed to Section #2