

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	804 Administering Eye Drops
Rule Referenced			

804 Administering Eye Drops

The care staff member should give medication to only one client at a time. Maintain all other medication in a locked area.

Supplies

Medication administration record

Medication

Dropper, if not included in bottle

Rayon "cotton" balls

Disposable gloves

Note: Long fingernails may interfere with or make it difficult to apply eye medications properly. Check your fingernails before you administer medication and trim if needed.

1. Wash hands.
2. Verify information on medication administration record for the client's name, medication, dosage, allergies, site of instillation and time ordered.
3. Obtain medication from client's supply and check that the label on the container corresponds with the medication administration record.
4. If there are discrepancies between the medication administration record and medication label, do not give the medication. Verify the correct information through:

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- Doctor visit reports
- Client record
- Client file
- Program record
- Calling pharmacy
- Calling physician
- Calling Program Administrator

5. Check equipment and clean if dirty.

6. Identify client.

7. Explain the procedure to the client.

8. If the client raises doubts or concerns about the medication, double check the label and medication administration record. If a client refuses to take medication:
 - a. Find out why.
 - b. Explain to the client what the medication is for and why it will help.
 - c. If the client still refuses to take the medication, wait fifteen minutes and try again.
 - d. If the client still refuses to take the medication, contact the Program Administrator.
 - e. Contact the physician.
 - f. Document the refusal and reason for refusal on the medication administration record.

9. Direct client to sit or lie down. Provide privacy, if necessary.

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10. Check that the label on the medication container corresponds with the medication administration record.
11. Wash hands again and put on gloves.
12. Cleanse affected eye while closed with rayon "cotton" ball. Wipe from inner corner of eye outward once. If drops are to be instilled into both eyes, use a clean rayon cotton ball for each eye.
13. Draw up the ordered amount of medication into the dropper and recheck to ensure the label on the medication container matches the medication record.
14. Position the client with head back and looking upward. Separate lids by raising upper lid with forefinger and lower lid with thumb. Approach the eye from below with the dropper and remain outside the client's field of vision avoiding contact with the eye. Apply the drop gently near the center of the inside lower lid and do not allow it to fall more than one inch before it strikes the lower lid. To prevent contamination, do not touch the end of the bottle or the dropper on any part of the eye.
15. Allow the eye(s) to close gently. Ask the client to keep eye(s) closed for a few minutes.
16. Wipe excess medication from eye with a clean rayon "cotton" ball using a new, clean rayon "cotton" ball for each eye.
17. Leave client in a comfortable position for a few minutes and follow instructions on the medication administration record regarding supervision.

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18. Return medication to storage area.

19. Remove gloves and dispose of gloves and cotton balls according to facility policy.

20. Wash hands.

21. Clean and replace equipment as specified on the medication administration record.

22. Document on the medication administration record:

- a. Medication given
- b. Number of drops instilled
- c. The eye(s) in which the medication was instilled
- d. The initials of the person giving the medication
- e. Unusual complaints and action taken