

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	805 Administering Eye Ointments
Rule Referenced			

805 Administering Eye Ointments

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 ordered, 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 instilling ointment into both eyes, use a clean rayon cotton ball for each eye.
13. Remove cover from the ointment 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. Apply the ointment in a thin layer along inside of lower lid. Break off ribbon of ointment from the tube by relaxing the pressure and removing the tube. Do not use your fingers. To prevent contamination, do not touch the end of the ointment tube on any part of the eye.
15. Allow the eye(s) to close gently and assist the client to keep eye(s) closed as specified on the medication administration record.
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. Follow instructions on the medication administration record regarding supervision during this time.

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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. Length of ointment ribbon 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