

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	808 Administering Nose Drops
Rule Referenced			

808 Administering Nose Drops

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

Supplies

Medication administration record

Medication

Sterile dropper, if not included with medication bottle

Tissues

Disposable gloves

Emesis basin

1. Wash hands.

2. Verify the 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:
 - Doctor visit reports
 - Client record
 - Client file

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- Program record
 - Calling pharmacy
 - Calling physician
 - Calling Program Administrator
5. Check equipment and clean if dirty.
 6. Identify the client.
 7. Provide tissues to the client.
 8. Explain the procedure to the client.
 9. 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.
 10. Assist the client to a sitting position or lie him/her on the bed with head tilted back. This position allows the solution to flow back into the nares.

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11. Check that the label on the medication container corresponds with the medication administration record.
12. Wash hands again and put on gloves.
13. Draw the required amount of medication into the dropper.
14. Place the dropper just inside the nares, about 1/3 inch. Avoid touching the dropper to the inside of the nose. This may create a desire to sneeze and may contaminate the dropper.
15. Instill the prescribed number of drops.
16. Instruct the client to keep the head tilted back for several minutes to prevent escape of solution from the anterior nares. The client will usually wish to spit out solution that runs down into the back of the throat and mouth. Give emesis basin to client.
17. Allow the client to wipe excess medication from the area around the nose.
18. Leave the client in a comfortable position for a few minutes and follow the instructions on the medication administration record regarding supervision.
19. Return medication to storage area.

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20. Remove gloves and dispose of gloves and tissues according to facility policy.

21. Wash hands.

22. Clean and replace equipment as specified on the medication record.

23. Document on the medication administration record:

- a. Medication given
- b. The number of drops instilled
- c. The nare(s) into which the drops were instilled
- d. The initials of the person giving medication
- e. Unusual complaints and action taken