

Date Adopted	08/02	Section	800 Medication
Date Revised	08/14	Subject	809 Administering Oral Medications
Rule Referenced			

809 Administering Oral Medications

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

Medication cup

1. Wash hands.

2. Verify the information on the medication administration record for the client's name, medication ordered, dosage, allergies and special instructions.

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
 - Program record
 - Calling pharmacy
 - Calling physician

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- Calling Program Administrator

5. Place medication in medication cup (separate cup for each client) without touching medication directly.
6. Return medication container to storage area and relock.
7. Locate the client to receive the medication. Be sure to keep others out of the reach of the client to protect the medication.
8. Give the medication to the client with water or other recommended or desired drink or food.
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. Watch the client take the medication and **swallow** it.

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11. Wash hands.

12. Document on the medication administration record:

- a. Medication given
- b. Amount of medication
- c. The initials of the person giving the medication
- d. Any unusual complaints and action taken