

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	810 Administering Rectal Medications
Rule Referenced			

810 Administering Rectal Medications

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 (suppository)

Disposable gloves

Water-soluble lubricant

Tissue wipes

1. Wash hands.

2. Verify the information on the medication administration record for the client's name, allergies, medication ordered, method of application, dosage, and the time ordered.

3. Obtain medication (suppository) from the client's supply and check that the label on the suppository 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

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	810 Administering Rectal Medications
Rule Referenced			

- Program record
- Calling pharmacy
- Calling physician
- Calling Program Administrator

5. Identify the client and go to a private area to give the medication (suppository).
6. Explain each step of the procedure to the client. Be very gentle and reassuring during this procedure since the rectal area is very sensitive.
7. 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.
8. Check that the label on the medication container corresponds with the medication administration record.

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	810 Administering Rectal Medications
Rule Referenced			

9. If the suppository is soft, hold it under cold water to harden it before removing the wrapper.
10. Remove suppository from wrapper.
11. If giving half a suppository, cut it lengthwise with a clean single edge razor blade. Store remainder according to medication administration record.
12. Put on disposable gloves.
13. Direct the client to lie on his/her left side unless the medication administration record states otherwise.
14. Lubricate the tip of the suppository according to the medication administration record.
15. Lift the upper buttock to expose the rectal area.
16. Insert the suppository into the rectum well beyond the muscle at the opening (sphincter), pushing it in gently with your gloved lubricated forefinger. Encourage the client to relax by breathing through his/her mouth slowly.
17. After slowly withdrawing your finger, press the folded tissue against the anus or hold the buttocks together until the urge to expel subsides. Note any unusual reactions/symptoms.
18. Remove and discard the used gloves according to facility policy.

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	810 Administering Rectal Medications
Rule Referenced			

19. Wash hands.

20. Leave the client in a comfortable position lying down for about fifteen minutes and follow instructions on medication administration record regarding supervision.

21. Return medication to storage area.

22. Clean and replace equipment according to the medication administration record.

23. Document on the medication administration record:

- a. The rectal medication given
- b. The dosage given
- c. The method by which the medication was given
- d. The initials of the person who gave the medication
- e. Any unusual complaints or symptoms and actions taken

Within one half hour of administering the medication:

24. Visit the client to see if the desired results were achieved. Note any unusual symptoms or reactions following the insertion of the suppository. Report these symptoms to your supervisor immediately.

25. Document on the medication administration record:

- a. Results achieved by giving the medication after the prescribed length of time