

Date Adopted	08/02	Section	800 Medications
Date Revised	08/14	Subject	811 Administering Topical Medications
Rule Referenced			

## **811 Administering Topical Medications**

Care Staff members should review the additional information for administering topical medications at the end of this procedure prior to administering topical medications.

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

### **Supplies**

Medication administration record

Medication

Disposable gloves

Materials specific to the medication type

1. Wash hands.
  
2. Verify the information on the medication administration record for client's name, medication ordered, dosage, site of application, allergies and special instructions.
  
3. Obtain medication from client's supply and check that the label on the medication container corresponds with the medication administration record.
  
4. If there are discrepancies on the medication administration record or 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 the 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 the 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 the medication, wait fifteen minutes and try again.
- d. If the client still refuses the medication, contact the Program Administrator.
- e. Contact the physician.
- f. Document the refusal and reason for refusal on the medication administration record.

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9. Provide privacy, as needed, and position the client according to directions.
10. Check that the label on the medication container corresponds with the medication administration record.
11. Wash hands thoroughly and put on disposable gloves.
12. Examine the affected area.
13. Apply medication according to directions.
14. After applying medication, leave the client in a comfortable position for a few minutes and follow the instructions on the medication administration record regarding supervision.
15. Return medication to storage area.
16. Remove and dispose of gloves and any related material according to facility policy.
17. Wash hands thoroughly.
18. Clean and replace equipment according to medication administration record.
19. Document on medication administration record:
  - a. Medication given
  - b. Amount of medication applied

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- c. Area to which medication applied
- d. The initials of the person giving the medication
- e. Any unusual complaints and action taken

20. Check on the client within the prescribed length of time to see if the desired results were achieved.

21. Document on the medication administration record:

- a. The results of administering the medication

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**Additional information for administering topical medications:**

Contamination

- Do not touch any part of the body with the end of the medication tube or bottle.
- Do not touch the lid of any tube or bottle with hand or fingers after applying medication.
- Wash hands thoroughly before recapping tube or bottle.

Infected areas

- Use extreme care not to aggravate the infection.
- Do not massage medication into the skin when infection is present.

Parasitic Infection

- Reapply medication if it is washed off during treatment.
- Do not apply if skin is raw or inflamed.
- Avoid sensitive areas such as face, eyes, mucous membranes or urethral meatus (vaginal opening).

Application Guidelines

- Ointment      Apply to any part of the skin or directly apply to gauze of dressing. Use a tongue blade to remove medication from container. Use a cotton ball, cotton swab, tongue blade or glove to apply. Massage in well, unless applying to a draining wound or sore.

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- Lotion Swab on the skin using a cotton ball, cotton swab or glove. Thoroughly massage into the skin.
- Liniment Swab onto the skin vigorously using cotton ball, cotton swab or glove.
- Aerosol Spray onto the skin. Avoid spraying into the eyes or face.
- Tincture Apply with a cotton swab. Use a clean cotton swab each time medication is obtained from the container.
- Cream Apply with tongue blade, cotton ball or glove. Thoroughly massage into skin.
- Powder Turn client's head to side away from powder. Cover client's mouth and nose with cloth if applying powder near neck or face.
- Paste Apply same as a cream or ointment. Use tongue blade cotton ball, cotton swab or glove.