

# **Section H**

## **Medication Administration Supplies**

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#### **Objectives:**

At the completion of this section, the student should be able to:

Demonstrate understanding in preparing a clean, well lit and well supplied work area from which to safely administer medications.

#### **Advance Preparation – In General**

- Review curriculum
- Add examples or comments
- Make copies of student manual for each student

#### **Supplies**

- Gather as many of the Medication Administration Supplies as possible to show students as you discuss the different supplies

#### **Note:**

Demonstrate use of devices you have to show.

If training is facility specific: Locate and familiarize self with equipment used during medication administration in the adult care home, such as medication cart/cabinet and supplies.

Be sure that the students understand the key point is that they prepare their work area to be clean and well lit. They should be certain that they have all the supplies they need prior to starting to administer medications to avoid stopping and starting which increases the chances of errors.

Emphasize security of medications and keeping the medication keys on their person at all times.

<b>Section H: Medication Administration Supplies</b>
<b>Content</b>
<p><b>Prepare and maintain the work area for medication administration</b></p> <ul style="list-style-type: none"><li>• Prior to beginning to give medications, you must prepare the work area whether that is a medication cart, medication room or medication counter</li><li>• Gather all the supplies you will need</li><li>• Supplies vary from facility to facility</li><li>• Start with a clean area or cart</li><li>• Giving medication requires clean technique</li><li>• Wash your hands</li><li>• Make sure the area is as well lit as possible</li></ul>
<p><b>Medication Administration Supplies</b></p> <p><b>The medication cart or work area should be stocked with supplies, such as:</b></p> <ul style="list-style-type: none"><li>• Alcohol wipes – little squares of material saturated with alcohol that come in handy for cleaning off skin before performing an injection, the mouthpiece of inhalers, stethoscopes, and other small areas</li><li>• Alcohol-based hand rub or hand wipes – to cleanse hands and to protect you and resident from transferring germs</li><li>• Clean Gloves in your size – to use when needed and to protect you and the resident from transferring germs</li><li>• Surgilube – lubrication that is used for administration of vaginal or rectal medications</li><li>• Band-Aids – small covering for puncture sites after performing an injection or used on other small areas of the skin and held in place with adhesive</li><li>• Tape and gauze – small squares of fabric used to cover topical medications and held in place with surgical tape</li></ul>

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<ul style="list-style-type: none"><li>• Pill cutter – device used to cut a pill</li><li>• Pill crusher or Mortar and pestle – device used to crush a pill</li><li>• Tissues – thin squares of paper used for dabbing or wiping off topical medication</li><li>• Tongue blades – thin wooden structures used to apply topical medication to sterile gauze</li><li>• Spoons – plastic device used to stir medications or scoop out food products and never used to measure medication</li><li>• Disposable drinking cups – used for drinking water and also for mixing powder medications</li><li>• Straws – thin tubes used by some residents to assist with drinking water or other fluids after taking medications by mouth</li></ul>
<ul style="list-style-type: none"><li>• Soufflé cups – small paper disposable medication cup with pleated sides and often used to hold tablets or capsules after removal from containers</li><li>• Metered or measured plastic cup – small plastic disposable medication cup used for liquids or pills</li><li>• Other devices for measuring liquid medications such as oral syringes or metered/measured medication droppers or spoons (used for amounts less than 5 ml or when dispensed with a liquid medication)</li><li>• Medication Administration Record (MAR) – review prior to starting and used during medication administration for accurate medication administration and documentation</li><li>• Medication cart/cabinet – centralized location of medications in a facility</li><li>• Water pitcher filled with fresh water</li><li>• Juices and any food products used in giving medications</li></ul>
<b>Security of Medication Storage Areas</b>
<ul style="list-style-type: none"><li>• While you are working as a Medication Aide, you are responsible for all the medications</li><li>• You must keep the medication storage area or cart locked at all times when you are not using it</li></ul>

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- You will keep the keys with you for your entire work period, unlocking and locking each and every time you step away from the area or cart
- If you are called away in an emergency, remember to lock the cart or area prior to leaving it
- Do not give the medication keys to residents or other facility personnel
- Follow your facility's policy regarding maintaining security of medications

**Key Points**

- When in doubt – **ASK!**
- Whenever you leave the work area, lock the cart or area
- Do not leave medications unattended on top of the cart or counter! Keeping the medication storage area locked prevents unauthorized access to medications by residents or other staff
- Throw away trash according to your agency's policy. Keeping your work area free from trash will help to prevent the spread of germs
- Cleanse hands often
- Keep all medication keys issued to you on your person at all times

**Proceed to Section I**