

Component III: Clinical

Module C: Pharmacology

Topic 2: Safety Guidelines for Administering Medications

Statement of Purpose

To prepare the learner with basic knowledge required to safely administer medications in the ambulatory care setting.

Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define key terms.
2. List twelve routes by which medication may be administered, briefly describing each.
3. List at least fifteen rules for administering medications.
4. List the seven “rights” to follow when administering medications.
5. Discuss patient education and special needs.

Terminology

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| 1. Apothecary | 11. Oral |
| 2. Buccal | 12. Parenteral |
| 3. Decimal | 13. Ratio |
| 4. Fraction | 14. Rectal |
| 5. Gram | 15. Sublingual |
| 6. Inhalation | 16. Subdermal implant |
| 7. Instillation | 17. Topical |
| 8. Irrigation | 18. Transdermal patch |
| 9. Meter | 19. Vaginal |
| 10. Metric | |

References

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| Content Outline/Theory Objectives | Suggested Learning Activities |
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| <p>Objective 1 Spell and define key terms.</p> <ul style="list-style-type: none"> A. Review the terms listed in the terminology section. B. Spell the terms listed terms accurately. C. Pronounce the terms correctly. D. Use the terms in their proper context. | <ul style="list-style-type: none"> A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman, and concentration. B. Administer vocabulary pre-test and post-test. C. Discuss learning gaps and plan for applying vocabulary. |
| <p>Objective 2 List twelve routes by which medication may be administered, briefly describing each.</p> <ul style="list-style-type: none"> A. Oral. B. Sublingual. C. Buccal. D. Inhalation. E. Rectal. F. Topical. G. Vaginal. H. Instillation. I. Irrigation. J. Parenteral. K. Subdermal implant. L. Transdermal. | <ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Have samples of each medication for students to examine. D. Have students explore www.mbc.ca.gov/ E. Have students review the law regarding medication administration. |
| <p>Objective 3 List at least fifteen rules for administrating medications.</p> <ul style="list-style-type: none"> A. Know the Medical Assistant's scope of practice and specific office policies regarding drug administration. B. Give only medications that have been ordered in writing by a Physician. Check with the Physician if you have any doubts. C. Avoid distractions when preparing medications. D. Work in an area that is quiet and well-lighted. E. Check the label of a medication three times when preparing <ul style="list-style-type: none"> 1. When removing it from shelf. 2. When pouring it. 3. When replacing it on the shelf. F. Place the order and medication side by side to check for accuracy. G. Check strength of medication and route to be given. H. Read labels carefully. I. Check patient records for allergies. J. Check expiration date of medication. | <ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Discuss ways to: <ul style="list-style-type: none"> 1. Ask Physician for clarification. 2. Handle irritated response to question. 3. Respond if there is a refusal to clarify. D. Provide students with a copy of an Unusual Occurrence Report. Discuss its purpose and when to utilize. E. Discuss special needs patients <ul style="list-style-type: none"> 1. Geriatric patients. 2. Pediatric patients (including infants and |

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| <ul style="list-style-type: none"> K. Check medication properties <ul style="list-style-type: none"> 1. Color. 2. Odor. 3. Turbidity (e.g., clear or cloudy). L. Measure precisely (e.g., no bubbles). M. Have sharps container nearby for safe disposal. N. Nonsterile gloves for all procedures involving body fluids. O. Stay with patient while oral medications are taken. P. Never return a medication to its container. Q. Never recap, bend or break a used needle. R. Never give patient a medication drawn up or poured by someone else. S. Never leave medications unlocked when not in use T. Never give keys to an unauthorized person for locked up medications. U. Know your patient. Ask patient to state his/her name. V. Observe the patient for any unusual reactions. W. Report immediately to the Physician if the patient refuses the medication. X. Record as soon as possible <ul style="list-style-type: none"> 1. Date. 2. Time. 3. Drug. 4. Amount given. 5. Route of administration. 6. Your signature. Y. Never make promises that you cannot keep (e.g., “this won’t hurt”.) | <p>toddlers).</p> |
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| <p>Objective 4 List the seven “rights” to follow when administrating medications.</p> <ul style="list-style-type: none"> A. Right drug, check medication with order three times when preparing medication for administration. B. Right dose, check for appropriate dosage. If you have to perform calculations in order to prepare the medication, make sure you check your calculations with another person. C. Right time, check prior to administration. Drugs are usually given immediately in the office setting. D. Right patient, identify the patient using two identifiers such as name and date of birth. E. Right route of administration, check for proper delivery method of medication to be delivered. F. Right technique, the method of correctly administering medication by using special knowledge or skill. G. Right documentation, immediate and complete documentation of all of the details about the medication administration. Include patient tolerance of medication as well as any other details that may have occurred. (e.g., patient was asked to wait for 20 minutes after a medication is administered, patient teaching.) | <ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Discuss the reason for and give example of each right. |
| <p>Objective 5 Discuss patient education and special needs.</p> <ul style="list-style-type: none"> A. Ask patients to bring in all their current medications or a written list of all their current medications each time they visit the office. This should include over-the-counter medications and herbal supplements. B. If patient has family members with them, give written and oral medication explanations to family members as well. C. Encourage patient to drink adequate fluids. D. Check to see if there is a problem swallowing and, if so, teach patient how to crush pill. E. Remind patient and/or family members to discard medications they are not currently taking in order to prevent confusion and taking the wrong medications. | <ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings |