



## Objective

At the completion of this module, the UAP should be able to administer eye drops and eye ointment (ophthalmic medications).

### NOTE:

1) The RN or LPN is permitted to delegate **ONLY** after application of all components of the NCBON Decision Tree for Delegation to UAP and **after careful consideration that delegation is appropriate:**

- a) for **this** client,
- b) with **this** acuity level,
- c) with **this** individual UAP's knowledge and experience, and
- d) **now** (or in the time period being planned).

2) Successful completion of the "Infection Control" module by the UAP should be documented prior to instruction in medication administration by this or ANY route.

## Procedure

1. Perform skills in *General Medication Administration Checklist*.
2. Check the MAR to determine which medication is to be given and which eye or if both eyes are to be treated. Some eye medications need to be given in a certain order or require you to wait up to 30 minutes between each type. Always review the MAR for specific instructions.
3. Wash your hands, preferably with soap and water, prior to administering any eye medication to avoid introducing germs and causing an infection.
4. Always put on clean gloves before administering the medication.
5. Remove the lid from the eye drop bottle or eye ointment tube and lay it on a clean surface. It is very important to not let the tip of the dropper or tube touch the client's eye or eyelashes nor your hands or fingers. This will prevent possible injury and the risk of getting germs on the dropper.
6. Assist the client to a comfortable sitting position and ask them to gently tilt their head back or have them to lie down resting their head on a pillow. Get assistance as necessary to prevent accidental injury caused by the client moving their head



- and hitting the dropper while you are holding it near their eye. This may be especially true for a child or a confused client.
7. Instruct the client to gently tilt the head backwards and look at the ceiling. Avoid hyperextension of the neck because it may cause injury or pain.
  8. Select the correct eye needing the medication. Note that the reference to left or right eye on the MAR refers to the *client's* left or right.
  9. Tell the client to look up and away. With the client's permission, using your index finger, gently pull down the lower eyelid. This will create a "pocket" for the medication.
  10. To prevent the medication(s) from being squeezed out of the eye(s), warn the client not to close their eyes tightly nor squeeze them shut.
  11. Administer the medication:

**DROPS:**

- o Drop the exact number of drops listed on the MAR into the eyelid "pocket" without touching the dropper to the eye or the eyelid. It is helpful to rest your hand on the client's forehead to steady the dropper.
- o **DO NOT** let the tip of the dropper touch the eye, eyelid, eyelashes or your hand or fingers during the administration.
- o Administer drops in the correct order and at the **RIGHT TIME**.
- o Gently press the corner of the eye at the bridge of the nose for one minute. This will prevent the medication from draining into the mouth.

**OINTMENT:**

- o Beginning at the corner of the eye nearest the nose and moving to the outer edge of the eye, spread an even ribbon or line of ointment into the "pocket".
- o **DO NOT** let the tip of the tube touch the eye, eyelid, eyelashes or your hand or fingers during the administration.
- o In order to spread the medication completely over the eyes, ask the client to gently close their eyelids and roll their eyes around. Warn the client not to close their eyes tightly nor squeeze them shut. This will prevent the medication from being squeezed out of the eyes.
- o Because it is common for the client's vision to be blurred after eye ointment treatment, tell the client to remain sitting for 10 minutes



following treatment. This will prevent them from falling or having an accident while walking with blurred vision.

13. Replace and tighten the cap.
14. Give the client a tissue to wipe away medication that might have run down his/her cheek.
15. Store the medication per agency policy.
16. Remove gloves and discard according to agency policy.
17. Wash your hands.
18. Provide the **RIGHT DOCUMENTATION**.

## **K** KEY POINTS

**BE SURE AND WASH YOUR HANDS PRIOR TO ADMINISTERING EYE MEDICATIONS**

**DO NOT LET THE TIP OF THE MEDICATION DROPPER OR TUBE TOUCH THE CLIENT'S EYE, EYELID, EYELASHES OR YOUR HANDS OR FINGERS DURING ADMINISTRATION OF THE MEDICATION.**



## SKILL CHECKLIST

\_\_\_\_\_  
UAP Name (print)

\_\_\_\_\_  
ID Number

SKILL PERFORMANCE OBJECTIVES	✓ Pass x Not Yet	COMMENTS
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Check MAR for order and timing of drops or ointment, if there is more than one to be given. Give medications in correct order and at correct time intervals.		
3. Cleanse hands.		
4. Get help to assist with eye medication administration to a child or confused client.		
5. Assist client to a comfortable sitting position or to lie down.		
6. Give the client a tissue to wipe away medication that might run down cheek.		
7. Put on clean gloves.		
8. Select the correct eye.		
9. Instruct client to gently tilt head backwards and look up and away.		
10. Gently pull lower lid down to create a "pocket" for medication.		

*Continued on next page*

**Delegation of Medication  
Administration to Unlicensed  
Assistive Personnel (UAP)**

**Eye Medications Eye Drops &  
Ointments (Ophthalmic)  
Module/Skill Checklist**



*Continued from previous page*

<b>SKILL PERFORMANCE OBJECTIVES</b> <i>(continued)</i>	<div style="text-align: center;">                     ✓                      Pass                      x                      Not                      Yet                 </div>	<b>COMMENTS</b>
11. <b>DROPS:</b> <ul style="list-style-type: none"> <li>• Drop exact number of drops into eye “pocket” without touching dropper to the client’s eye or eyelid or your hands or fingers.</li> <li>• Gently press the corner of the eye at the bridge of the nose for one minute.</li> </ul>		
12. <b>OINTMENT:</b> <ul style="list-style-type: none"> <li>• Run a thin line of ointment onto the lower lid without touching the tube tip to the client’s eye or eyelid or your hands or fingers.</li> <li>• Instruct client to stay put for 10 minutes after the ointment administration because their vision may be blurred.</li> </ul>		
13. Ask client to gently close their eyes but not to squeeze them shut for about 2-3 seconds, rolling their eyes around behind their closed lid to distribute the medication.		
14. Replace and tighten cap. Store per agency policy.		
15. Remove gloves.		
16. Wash hands.		



**Pass**



**Redo**

\_\_\_\_\_  
**Evaluator Name**

\_\_\_\_\_  
**Date**

