



## Objective

At the completion of this module, the UAP should be able to administer eardrops (otic 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. Cleanse hands.
3. Check MAR for order and timing of drops if there is more than one to be given. Give medications in correct order at the correct time interval.
4. Select the correct ear as directed by the MAR. Note that the reference to left and/or right ears on the MAR refers to the ***client's*** left or right.
5. Get assistance as necessary to prevent accidental injury caused by the client moving his/her head and hitting the dropper while you are holding it near their ear. This may be especially true for a child or a confused client.
6. Assist the client to sit or lie down in a comfortable position with the ear needing the drops pointing up. He/she can also tip his/her head to the side allowing easy access to the ear that needs treating.
7. Put on clean gloves.



8. Gently clean the ear if needed. Using a warm wet cloth, gently clean away any dried drainage. By cleaning the ear the medication can enter the ear canal more easily and it also helps prevent the old drainage from being washed back into the ear. Never put a cotton-tipped swab inside the ear canal.
9. Before administering the eardrops, warm them by gently rolling the bottle between your hands. Warming the medication makes it more comfortable for the client. If the drops are cold or even at room temperature when they are dropped into a warm ear, the client may pull away because of pain or discomfort.
10. Instruct the client to hold their head still while you instill the drops.
11. Straighten the ear canal which allows the medication to get down into the ear where it will do the most good:
  - a. **CHILD** (infant to child 3 years old): Gently pull the ear *down* and back.
  - b. **ADULT**: Gently pull the ear *up* and back.
12. Drop the exact number of drops into the ear, allowing the drops to run down the side of the ear canal without touching the tip of the dropper to the client's ear, hair, or your hands or fingers.
13. Gently press the ear closed for a few seconds, to keep drops from running out.
14. Ask the client to remain sitting with their head tilted (or lying on their side) for a minute or two if possible for best results.
15. If stated on MAR, place a small piece of cotton loosely in ear (after putting in the drops) for 15- 20 minutes. Be sure to place the cotton loosely, if you pack the cotton in the ear, it will soak up the medicine and the client will not get the benefit of the medicine.
16. Replace and tighten cap.
17. Store the medication according to agency policy.
18. Remove gloves and discard according to agency policy.
19. Cleanse hands.
20. Provide the **RIGHT DOCUMENTATION**.

**SKILL CHECKLIST**

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

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

<b>SKILL PERFORMANCE OBJECTIVES</b>	<div style="text-align: center;"> <input type="checkbox"/> Pass  <input type="checkbox"/> Not Yet         </div>	<b>COMMENTS</b>
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Cleanse hands.		
3. Check MAR for order and timing of drops if there is more than one to be given. Give medications in correct order and time.		
4. Get help to assist with ear medication administration to a child or confused client.		
5. Select the correct ear.		
6. Assist client to a comfortable sitting position with head tilted toward side that does not need drops. Can have client lie down with ear needing medication pointing up.		
7. Warm ear drops in hands before giving.		
8. Put on clean gloves.		
9. Clean ear if needed.		
10. Instruct client to hold head still while you drop in drops.		

**Continued on next page**

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

**Administering Eardrops (Otic) Module/Skill Checklist**



*Continued from previous page*

<b>SKILL PERFORMANCE OBJECTIVES</b> <i>(continued)</i>	<div style="text-align: center;">             ✓  <b>Pass</b>              x  <b>Not Yet</b> </div>	<b>COMMENTS</b>
11. Administer eardrops. Straighten the ear canal: <ul style="list-style-type: none"> <li>• <b>CHILD:</b> Gently pull the ear down and back.</li> <li>• <b>ADULT:</b> Gently pull the ear up and back.</li> </ul>		
12. Drop exact number of drops into ear without touching the client's ear, hair or your hands or fingers with the dropper.		
13. Gently press the ear closed for a few seconds, to keep drops from running out.		
14. Ask client to remain lying on their side for 5 minutes.		
15. Replace and tighten cap on the eardrop bottle.		
16. If stated on MAR, place a small piece of cotton loosely in ear after putting in drops. Leave in place for 15-20 minutes.		
17. Remove gloves.		
18. Cleanse hands.		



**Pass**



**Redo**

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

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