



## **OBJECTIVES**

At the completion of this module, the UAP should be able to:

1. identify the **SIX RIGHTS** of medication administration.
2. list the three checks to insure five of the **SIX RIGHTS (RIGHT CLIENT, RIGHT MEDICATION, RIGHT DOSE, RIGHT TIME, and RIGHT ROUTE)**.
3. identify essential parts of a medication order.
4. document medication administration on the MAR (Medication Administration Record).

## **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. Gather appropriate materials.
2. Cleanse hands.
3. Prepare work area to be well lit, well stocked, and clean.
4. Check for medication allergies, as listed on the Medication Administration Record.
5. Begin the **SIX RIGHTS** of medication administration.
  - Select correct MAR for **RIGHT CLIENT**.
  - Select **RIGHT MEDICATION, RIGHT DOSE, RIGHT TIME, and RIGHT ROUTE** comparing the MAR to the label while performing the three label checks.



6. Obtain from agency-designated person any special information needed prior to giving medication, such as, pulse or BP reading if needed.
7. Use clean technique when pouring or preparing medications into the appropriate container without touching the medication.
8. Prepare **RIGHT DOSE** for **RIGHT ROUTE**.
9. Identify the **RIGHT CLIENT**.
10. Explain to the client what you are going to do. If there are special things you need them to do, tell them now.
11. Administer medication at the **RIGHT TIME**.
12. Assist the client, if needed, to take medications. Remain with the client while they take their medications, making sure they take them. If your client comes to you to obtain medications, as in a school or prison system, have them stay in front of you until they have taken all their medications. In order to be sure the client has taken the medication, do the following:
  - Watch the client put the medications into their mouth and swallow it.
  - If you are concerned that the client actually took the medication, ask them to open their mouth and look inside to be sure the medication is gone.
  - **Never leave medications at the bedside or on the counter for a client to take at a later time.**
  - If a client refuses or does not take the medication, record and report this to the person in charge according to agency policy. Take the medication back and dispose of the medication according to agency policy.
13. Encourage client to drink a full glass (8 ounces) of water with their medications.
14. Observe the client taking medications; being sure all medications have been swallowed.
15. Cleanse hands.
16. Initial the MAR immediately after the medication is administered and prior to the administration of medications to another client - **RIGHT DOCUMENTATION**.
17. Document signature with initials according to agency policy.
18. Correctly document medications that are refused or not administered within the agency's approved medication administration time period.



19. Immediately report to the person in charge according to agency policy when the client refuses a medication or you are unable to administer a medication.
20. Dispose of contaminated or refused medication per agency policy.
21. Recheck medication administration records to make sure all medications are administered and the **RIGHT DOCUMENTATION** is done.
22. Maintain security of medications during medication administration - insuring medication room/cart is locked when you are not in direct attendance.

**NOTE: Infection Control Teaching Module should be taught in conjunction with this General Medication Administration Teaching Module.**

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

**General Medication  
Administration  
Module/Skill Checklist**



**Skill Checklist: General Medication Administration**  
*to be used with each medication ROUTE skills checklist*

UAP Name (print)

ID Number

SKILL PERFORMANCE OBJECTIVES	<div style="text-align: center;">                     ✓                      Pass / x                      Not                      Yet                 </div>	COMMENTS
1. Gather appropriate materials.		
2. Wash hands.		
3. Prepare work area to be well lit, well stocked, and clean.		
4. Check the MAR for medication allergies.		
5. Check for special information if needed prior to giving the medication, such as pulse or BP.		
6. Begin the <b>SIX RIGHTS</b> of medication administration. <ul style="list-style-type: none"> <li>a. Select correct MAR for <b>Right CLIENT</b>.</li> <li>b. Select <b>Right MEDICATION, Right DOSE, Right TIME</b> and <b>Right ROUTE</b> comparing the MAR to the label while performing the three label checks.</li> </ul>		
7. Use clean technique when pouring or preparing medications into the appropriate container, without touching medication.		
8. Prepare <b>Right DOSE for Right ROUTE</b> .		
9. Identify the <b>Right CLIENT</b> using multiple ID checks.		
10. Explain to the client what you are going to do. If there are special things you need them to do, tell them now.		
11. Administer medication at <b>Right TIME</b> .		
12. Assist client to take medication if needed.		
13. Offer adequate fluids with medications.		
14. Observe client taking the medication; being sure all medications have been swallowed.		
15. Wash hands.		
16. Initial the MAR immediately after the medication is administered and prior to the administration of medications to another client.		
17. Document initials with signature.		

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**SKILL CHECKLIST: GENERAL MEDICATION ADMINISTRATION**

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<b>SKILL PERFORMANCE OBJECTIVES</b> <i>(continued)</i>	<div style="text-align: center;">✓ Pass / x Not Yet</div>	<b>COMMENTS</b>
18. Correctly document medications given.		
19. Correctly document medications that are refused, held or not administered.		
20. Immediately report to person in charge according to policy when a medication is refused or when unable to administer.		
21. Dispose of contaminated or refused medication per policy.		
22. Administer and document PRN medications appropriately.		
23. Recheck medication administration records to make sure all medications are administered and documented.		
24. Maintain security of medications during medication administration – insuring medication room/cart is locked when Medication Aide steps away from it.		



**Pass**



**Redo**

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

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