

Delegation of Medication Administration to Unlicensed Assistive Personnel (UAP)

Administering Medications by Mouth (Oral Medications) Module/Skill Checklist



Objective

At the completion of this module, the UAP should be able to administer medication by mouth (oral).

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. Always work over a clean surface. Try not to work over the MAR to avoid spills that will make it hard to read the MAR instructions.
3. Do not touch the pills to keep from putting germs back into the pill bottle and/or change the consistency of the medication. If the pill falls onto an unclean surface or onto the floor, dispose of the pill per agency policy (such as: wash it down the drain or flush it down the toilet). Record that it was properly disposed. Some agencies have a special sheet to document disposal of contaminated medications. Documenting the loss of the medication and ordering a replacement medication will help to prevent the client from missing a dose later on.
4. Pour pills from the multiple dose medication bottle into the lid of the bottle, then into the soufflé, (paper medication cup) or plastic cup without touching the pills. This allows you to replace pills into the bottle without touching them if you poured more than was needed into the cap.
5. Multiple pills can be placed in the same paper medication cup for ease of delivery. You may need to assist the client to take one pill at a time if needed.
6. **DO NOT** borrow medications from another client; this practice greatly increases the risk of error.

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7. Use appropriate measuring, cutting or crushing devices as needed for a medication, as listed on the MAR. Check the MAR for directions about crushing. If in doubt and/or MAR does not instruct to cut or crush, do not and check with supervisor.
8. Mix powdered medications as instructed; dilute them as described on the MAR and package.
9. If a medication needs to be diluted prior to giving it, dilute according to package instructions.
10. Liquid medications come in many forms – solutions, suspensions, syrups and elixirs.
11. Shake liquid medications well before pouring them. Pour liquid medications, holding the label under your hand to protect it from spills.
12. Pour each liquid medication into a separate container. Measure liquid medications on a flat, level surface at eye level to make sure you have the correct amount.
13. Use only appropriate devices to measure liquid medications. If a medication comes with a special dropper, use that dropper **ONLY** when giving **that** medication.
14. Assist the client as needed to an appropriate position with the head elevated. This helps the client swallow the pills better and helps prevent them from getting choked on the medications.
15. Provide the **RIGHT DOCUMENTATION**.

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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. Assist client as needed to appropriate position with head elevated.		
3. Use appropriate measuring, cutting or crushing devices as needed for medication as listed on the MAR.		
4. Pills can be mixed put in same cup, but assist client to take one at a time if needed.		
5. Mix powdered medications as instructed.		
6. Pour liquid medications holding the label under hand and turned away from pouring side.		
7. Measure liquid medications at eye level to the desired amount.		
8. Liquids are shaken or diluted as directed on the label.		
9. Liquids placed in separate cups.		



Pass



Redo

Evaluator Name

Date

