



## Objective

At the completion of this module, the UAP should be able to administer rectal suppository & enema medications.

### NOTE:

1) The RN or LPN is permitted to delegate **ONLY** after application of all components of the NC BON 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 for: SUPPOSITORY

1. Perform skills in *General Medication Administration Checklist*.
2. Provide privacy. Have client void before procedure.
3. Put on clean gloves.
4. Position the client on their left (preferred) side with the top leg bent slightly.
5. Remove the foil or wrapper from the suppository, if present.
6. Apply a small amount of lubricant to the suppository and your gloved index finger on your dominant hand – the hand holding the suppository.
7. Separate the buttocks with your gloved, non dominant hand.
8. Ask the client to breathe slowly and deeply through the mouth.
9. Place tip of suppository against anus and gently insert the suppository about 4-inches along the rectal wall. Avoid putting the suppository in stool.
10. After removing your finger, squeeze buttocks together for a few minutes to help client hold in the suppository for as long as possible.
11. Remove gloves and throw away according to agency policy.



12. Cleanse hands.
13. If the suppository is used as a laxative, instruct client to let you know when they use the bathroom so that you can check on the “results”.
14. Provide the **RIGHT DOCUMENTATION**.

### **Procedure for: Enema**

1. Perform skills in *General Medication Administration Checklist*.
2. Provide privacy.
3. Put on clean gloves.
4. Place absorbent pads under the client.
5. Position the client on the left (preferred) side with the top leg bent slightly.
6. The client should be near a toilet or have the bedpan or the bedside commode and toilet paper within reach.
7. For prepared enemas, such as Fleets®, remove the protective cover from the tip of the nozzle. Note: some enemas are not packaged in a ready to use dispenser. If special enemas need to be mixed, follow your agency policy.
8. Lubricate the nozzle if it is not already pre-lubricated.
9. Separate the buttocks with your gloved, non dominant hand.
10. Ask the client to breathe slowly and deeply through the mouth.
11. Place the tip of the nozzle against the anus and gently insert it about 2-inches.
12. Gently infuse enema. If using pre-packaged enemas, roll the plastic bottle like a tube of toothpaste, to infuse all the liquid. Be careful not to put pressure on the wall of the rectum.
13. After removing the nozzle, squeeze buttocks together for a few minutes to help client hold the enema for as long as possible.
14. Assist the client to the bedpan or toilet as needed.
15. Remove gloves and discard according to agency policy.



16. Cleanse hands.
17. If used as a laxative, instruct client to let you know when they use the bathroom so that you can check on the “results” of the enema.
18. Provide the **RIGHT DOCUMENTATION**.



## SKILL CHECKLIST

### Rectal Medication Administration - Suppository

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

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

SKILL PERFORMANCE OBJECTIVES	<div style="text-align: right;">✓ Pass</div> <div style="text-align: left;">x Not Yet</div>	COMMENTS
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Provide privacy.		
3. Put on clean gloves.		
4. Place absorbent pads under the client, if needed.		
5. Position client on left (preferred) side with top leg bent slightly.		
6. Remove foil or wrapper from suppository, if applicable. (Note suppository may be kept in the refrigerator.)		
7. Apply lubricant to suppository and index finger.		
8. Separate the buttocks with your gloved, non-dominant hand.		
9. Ask the client to breathe slowly and deeply through the mouth.		
10. Place tip of suppository against rectum and gently insert the suppository about 4" along the rectal wall.		
11. After removing finger, squeeze buttocks together for a few minutes to help client keep in suppository.		
12. Remove gloves.		
13. Cleanse hands.		
14. If used for laxative, states when client goes to bathroom will check on the "results".		



**Pass**



**Redo**

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

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

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**RECTAL MEDICAL ADMINISTRATION - ENEMA**

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

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

<p align="center"><b>SKILL PERFORMANCE OBJECTIVES</b> <i>(continued)</i></p>	<p align="center">                     ✓                      Pass / x                      Not                      Yet                 </p>	<p align="center"><b>COMMENTS</b></p>
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Put on clean gloves.		
3. Provide privacy.		
4. Place absorbent pads under the client.		
5. Have bedpan and toilet paper within reach.		
6. Position client on left (preferred) side with top leg bent slightly.		
7. Remove protective cover from tip of nozzle and lubricate tip if not pre-lubricated.		
8. Separate the buttocks with your gloved, non-dominant hand.		
9. Ask the client to breathe slowly and deeply through the mouth.		
10. Place tip of nozzle against rectum and gently insert 2 inches.		
11. Gently infuse enema.		
12. After removing the nozzle, squeeze the buttocks together for a few minutes to help client hold in the enema.		
13. Ask client to hold enema as long as possible.		
14. Remove gloves.		
15. Cleanse hands.		
15. Assist client on bedpan as needed. If client uses bathroom will check on the "results".		



**Pass**



**Redo**

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

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

