

## Procedure for Administration of Topical Medications

1. **Wash hands**
2. Remove medication from jars with tongue blade or cotton tipped applicators. DO NOT USE YOUR FINGERS.
3. Insert applicator or tongue blade into container only once, NEVER RE-INSERT.
4. Use cotton tipped applicators, sterile gauze, or gloved hand to apply topical medications unless otherwise directed.
5. Wash hands.

## Procedure for Administration of Nose Drops

1. **Wash hands**
2. Check the dropper tip for chips or cracks.
3. Have person blow nose gently.
4. Have the person tip their head back while either sitting or lying flat.
5. Draw the medicine into the dropper.
6. Avoid touching the dropper against the nose or anything else.
7. Replace dropper and secure.
8. Encourage person to remain with head tilted back for 3-5 minutes. Provide tissue for nasal drainage.
9. **Wash hands.**

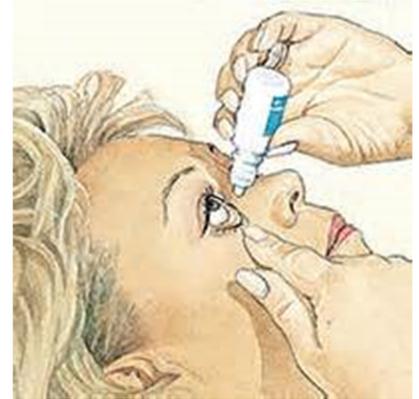
## Procedure for Administration of Ear Drops

1. **Wash hands**
2. Check the dropper tip for chips or cracks.
3. If the drops are a cloudy suspension, shake well for ten seconds.
4. Position the person with affected ear up.
5. Draw the medicine into the dropper
6. Avoid touching the dropper against the ear or anything else to reduce chance of contamination or ear injury.
7. To allow the drops to run in, straighten the canal on an adult by pulling the ear up and back.
8. Replace dropper and secure.
9. Keep the ear tilted up for 3-5 minutes.
10. **Wash hands.**



### Procedures for Administration of Eye Drops

1. **Wash Hands**
2. Check the dropper tip for chips or cracks.
3. Have person lie down or tilt head back.
4. With your index finger, pull the lower lid of the eye down to form a pocket.
5. Draw the medicine into the dropper.
6. Hold the dispenser with the opposite hand and place as close to the eye as possible, without touching.
7. Hold the dropper tip down all the time. This prevents the drops from flowing back into the bulb where they may become contaminated.
8. Brace hand on forehead.
9. Drop the prescribed amount into the pocket made by the lower lid.
10. Avoid touching the eye with the dropper or anything else.
11. Replace dropper and secure.
12. Caution the person not to run their eyes. Wipe off any excess liquid with a tissue.
13. **Wash hands.**



### Procedure for Administration of Eye Ointment

1. **Wash hands**
2. Tilt head back
3. Hold the tube between your thumb and forefinger and place the tube as near to the eyelid as possible, without touching it.
4. Avoid touching the top of the tube against the eye or anything else.
5. With your finger of the other hand, pull the lower lid of the eye down to form a pocket.
6. Place the ointment into the pocket made by the lower lid.
7. Have person blink eye gently.
8. With a tissue, wipe off any excess ointment.
9. **Wash hands.**



*Note: Vision may be blurred for a few minute after installation of ointment*

### **Procedure for Administration of Rectal Suppositories**

1. **Wash hands**
2. Remove suppository from storage (Store suppositories in a cool place to avoid melting. Refrigerate if so labeled).
3. Explain to the person why the physician ordered the medication and the procedure.
4. Provide privacy.
5. Have person remove undergarments and lie on left side with lower leg straightened out and upper leg bent forward toward the stomach. Cover exposed area with towel or sheet. Do not give in sitting position.
6. Remove wrapper if present.
7. Put on a disposable glove. Lubricate suppository, finger and rectal opening with water soluble lubricant (e.g. K-Y Jelly).
8. Lift upper buttock to expose rectal area. Encourage person to take several deep breaths to help relax.
9. Insert suppository with finger until it passes the muscular sphincter of the rectum, about ½ to 1 inch in infants and 1 inch in adults. If not inserted past this sphincter, the suppository may pop back out.
10. Hold buttocks together for a few seconds.
11. Have person remain lying down for about 15 minutes to avoid having the suppository come back out.
12. Remove gloves and **wash hands**.

### **Procedure for the Administration of Vaginal Suppository**

1. **Wash hands** and remove suppository from storage (Store suppositories in a cool place to avoid melting. Refrigerate if so labeled).
2. Explain to the person why the physician ordered the medication and procedure.
3. Select a private location with adequate lighting.
4. Have person lie on back with knees bent.
5. Remove the wrapper if present.
6. Put on disposable gloves.
7. Identify the vaginal opening.
8. Insert medication approximately two inches into vaginal canal, following the instructions on the pharmacy label.
9. Ask person to remain lying down for 15 minutes.
10. Remove gloves and **wash hands**.

### **General Procedure for Documenting Medication Administration**

1. Observe the rules of general documentation (i.e., write in ink, never erase or use white-out).
2. All forms must have the name of the person receiving the medicine on them. Medicines must be used only for the people they are prescribed for.
3. All medication administered, prescription and over-the-counter, must be documented.
4. Medications must be documented by the person administering them.

#### Reference:

DCH\_Curric.pdf - Basic Health/Medications. (n.d.). Retrieved from <http://www.mdch.state.mi.us/DCH-GHomeCurriculum>