**Delaware Technical Community College**

**Nursing Department**

## 

**PO / SQ Medication Administration Checklist**

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|  | **Skill – PO Medication Administration** |
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| 1. | Gathers equipment.  Checks patient’s EMAR / MAR for allergies.  Reviews medications on EMAR / MAR.  Clarifies any inconsistencies. |
| 2. | Identifies and discusses medications requiring patient assessments (lab work, apical pulse, etc.). |
| 3. | Performs hand hygiene. |
| 4. | Moves to appropriate locations to prepare medications for administration (medication cart outside patient’s room or in medication preparation area). |
| 5. | Prepares medications for one patient at a time. |
| 6. | Performs **1st check** of medications when arriving for shift:   1. Reads EMAR / MAR and ensures the proper medications are in patient’s medication drawer. 2. Makes sure you know the actions of the medications. 3. Makes sure the meds make sense for the patient. |
| 7. | Perform **2nd check** as you are preparing the medications.   1. Checks the medication label with the EMAR / MAR. 2. Places unit dosed packaged medication in disposable medication cups. **Does not open packaging.** 3. If necessary, withdraws medication from an ampule or vial. |
| 8. | Transports the EMAR/MAR, medications, scanner, alcohol preps (if needed) and water (if needed) to patient’s bedside.  Keeps medications in sight at all times.  Performs hand hygiene. |
| 9. | Identifies patient using **2 unique identifiers**.  Scans patient’s bar code on the identification band.   1. Asks patient to state his or her name and date of birth. 2. Compares information with the EMAR / MAR. 3. Checks name and date of birth on patient’s identification band. 4. Asks if the patient has any allergies |
| 10. | Completes necessary patient assessments (apical pulse, potassium level, etc.). |
| 11. | Assists patient to an upright or lateral position.  Offers water or other permitted fluids with pills, capsules, tablets, and some liquid medications.  Assesses patient’s ability to swallow pills.  Ask whether patient prefers to take medications by hand or in a cup. |
| 12. | Performs **3rd check** of medications and administers medications.   1. Rechecks the medication label with the EMAR / MAR. 2. Scan each medication separately. 3. Opens unit dosed packaged medication and administers medication. 4. Explains purpose and action of medications to patient. |
| 13. | Remains with the patient until each medication has been swallowed.  Never leaves the medication at the patient’s bedside. |
|  | **Skill: Administration of SQ Medication** |
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| 1. | Don clean gloves. |
| 2. | Select an appropriate administration site for subcutaneous injection. |
| 3. | Assist patient to appropriate position for chosen site.  Drape as needed to expose only area of site to be used. |
| 4. | Identify the appropriate landmarks for the site chosen. |
| 5. | Clean area around injection site with an alcohol prep.  Use firm, circular motion while moving outward from injection site.  Allow area to dry. |
| 6. | Hold syringe in dominant hand between thumb and forefinger.  Remove needle cap pulling it straight off and place in the trash can. |
| 7. | Tell patient that he or she will feel a stick prior to inserting the needle. |
| 8. | Pinch area surrounding the injection site and injects needle quickly at a 45 – 90 degree angle (90-degree angle for 2” of tissue, 45-degree angle for 1” of tissue). |
| 9. | Quickly insert the needle. Push the plunger to insert the medication. |
| 10. | Withdraw needle quickly, at the same angle it was inserted. |
| 11. | Engage safety shield or needle guard. |
| 12. | Discard needle and syringe in appropriate receptacle. |
| 13. | Assist patient to a comfortable position. |
| 14. | Remove gloves and perform hand hygiene. |
| 15. | Document administration of medications immediately after administration. |
| 16. | Evaluate patient’s response to medications within the appropriate time frame. |

Adapted: Burton, M. & Smith, D (2023). *Davis Advantage for Fundamentals of Nursing Care: Concepts, Connections, and Skills.* Philadelphia, PA: FA Davis