

Nurses International**Clinical Skills****Name of the procedure/Rubric/ *Rationale*: Medication via Mouth**

Step	Procedure	Yes	No	Remarks
1.	Perform hand hygiene.			
2.	Check the doctor's orders.			
3.	<u>Perform the SEVEN RIGHTS x 3</u> (should be done with each individual medication): ☐ The right client ☐ The right medication (drug) ☐ The right dose ☐ The right route ☐ The right time ☐ The right reason ☐ The right documentation			
4.	Be kind to the client and explain the procedure to the client. Allow client to ask questions regarding medication patch and obtain the consent			
5.	Perform hand hygiene and gather required supplies:			
6.	<u>Before Administering Medication:</u> ☐ Provide privacy by closing the door or pulling the bedside curtains. ☐ Compare the order and double-check the client using two identifiers. ☐ Adjust the height of the bed to a comfortable working position ☐ Position the client: Raise the head of the bed to a sitting position, if the client is unable put the client in a side-lying position. ☐ Perform hand hygiene and don gloves ☐ Place all the medication in one cup ☐ Place the medication in a separate cup if it requires pre-assessment ☐ Educate the client about the action, adverse reaction, indication, and contraindication ☐ Assess if the client has any history of drug allergies. If yes, kind and severity of allergies.			
7.	Medication Administration:			

Nurses International

Clinical Skills

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	☐ Offer client water or desired oral fluid ☐ Don gloves ☐ <u>Administer the medication orally as prescribed</u> ☐ Tablets: Place the medication in the mouth and instruct the client to take a sip of water and desired fluids and swallow ☐ Sublingual: Place the medication under the client's tongue and allow it to dissolve completely. Advise client not to swallow the medication ☐ Buccal: Place the medication in the buccal cavity (i.e between cheeks and gums) and allow it to dissolve completely ☐ Orally disintegrating medication: Place the medication on the top of the client's tongue (warn the client not to chew the medicine). No water or fluid is required for this medication. ☐ Powdered Medication: Mix the powder with the water and allow the client to swallow. ☐ Have the client stay in this position for 30 minutes after to reduce the chance of aspiration			
8.	<u>Post-medication safety check</u> ☐ Perform assessment if needed ☐ Stay with the client until all medication is swallowed ☐ Document if any adverse reactions are observed ☐ Do not sign the medication until you are sure that the client has successfully swallowed the medication.			
	<u>After Medication Administration:</u> ☐ Discard the other waste and supplies as per the hospital's policy ☐ Remove and discard gloves and perform hand hygiene			
	<u>Ensure the client's safety and comfort:</u> ☐ Return the client to his/her comfortable position ☐ Fix the head of the bed as per the client's comfort			

Nurses International

Clinical Skills

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	☐ Ask the client for any discomforts, ensure the call bell is within the client's reach, lower and lock the bed, and assess to determine the need for side rails before you leave			
9.	Perform hand hygiene and Document as per agency policy, making sure to include the date, time, and the route of medication administration on the file			
10.	Evaluate the client's response to the medication within an appropriate time frame.			

Note:

If the client presents with any adverse effects:

- ☐ Withhold further doses.
- ☐ Assess vital signs.
- ☐ Notify prescriber.
- ☐ Notify pharmacy

References:

Doyle. G. R., McCutcheon. J. A. (2015). Clinical Procedures for Safer Patient Care: Administering Medications by Mouth and Gastric Tube (CH. 6.3). Victoria, BC: BCcampus. Retrieved on 28th of December, 2020 from <https://opentextbc.ca/clinicalskills/>