

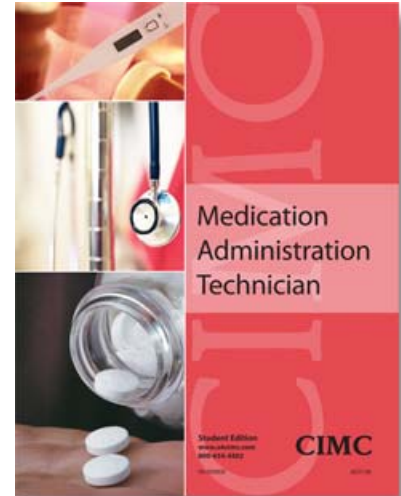
# Medication Administration Technician (MAT)

This update of CIMC's *Medication Administration Technician* curriculum features a new, friendly format. Powerpoint files are available to be downloaded for use in the classroom. The curriculum meets the requirements for students needing MAT certification.

Units include:

- ◆ Ethical/Legal Issues and Documentation
- ◆ Administering Medications
- ◆ Vital Signs

*Medication Administration Technician* covers the Therapeutic Services pathway in the Health Science cluster.



## Medication Administration Technician

2009

214 pages (teacher), 186 pages (student)

Teacher Edition: AD1140

Student Workbook: AD3140

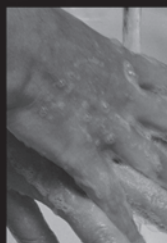
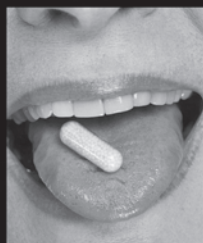
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# Medication Administration Technician

## Lab Activity 3

### Administer Oral Medication in Pill Form



You will complete this lab activity with a partner. One of you will work through the steps of the activity. The other will evaluate the performance by watching and checking off each step, as it is successfully completed, on the checklist. You will then switch places and repeat the process.

Read the introduction. Collect the equipment and supplies needed for both of you to complete the procedure. Decide who will do the procedure first.

### Introduction

Oral medication may be a tablet (pill), a capsule, or a liquid, and it may be given in several ways. The way it is given is not a choice for you or the resident to make; you and the resident must follow the physician's orders.

### Equipment and Materials



medication in a container (you may use tablet-style candy, such as M&Ms)

medication cup

glass of water (or semi-solid food substance such as applesauce or pudding, if allowed with medication and by dietary restrictions)

### Steps to Follow

#### PREPARE TO ADMINISTER THE MEDICATION

1. Check the medication sheet.
2. Wash your hands before and after the administration of medication.

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3. Wear gloves and other personal protective equipment (eye shields, masks, gowns, etc.) whenever there is a possibility that you will come into contact with the resident's skin or body fluids.
4. Get the medication in its container and any other supplies. Remember to do the three checkpoints to verify the medication preparation.
5. Verify the rights of medication administration.
6. Explain the procedure to the resident and provide privacy.
7. Position the resident to make swallowing easy.



**CAUTION:** Improper positioning may harm the resident. Review the care plan for proper positioning of the resident.

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## PREPARE THE DOSAGE

8. Pour the correct number of tablets or capsules into the lid of the medicine container/bottle or directly into the medication cup.

## ADMINISTER THE MEDICATION

9. Give the medication to the resident.
10. Instruct the resident to chew the medication (if indicated on the label).
11. Instruct the resident to swallow the medication.
12. Observe the resident until the medication is swallowed.
13. Observe the resident for any immediate side effects.
14. Document the medication.

✓**NOTE:** Medication administration must always be documented.

## FOLLOW UP THE MEDICATION ADMINISTRATION

15. Return the medication to its proper storage:
  - a. Remove the remaining medication and all utensils. Clean the utensils, if necessary.
  - b. Store the medication properly.
16. Wash your hands.

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## Lab Activity 3 Administer Oral Medication in Pill Form



Name of person you are observing: \_\_\_\_\_

Name of observer: \_\_\_\_\_

Use this sheet to evaluate your partner. Make a check on the line when your partner completes each step successfully. Do not check a step that has not been completed. After the process is finished, answer the questions that follow by circling **Yes** or **No**. Give this checklist to your partner.

### PREPARE TO ADMINISTER THE MEDICATION

- \_\_\_\_\_ 1. Check the medication sheet.
- \_\_\_\_\_ 2. Wash your hands before and after the administration of medication.
- \_\_\_\_\_ 3. Wear gloves and other personal protective equipment (eye shields, masks, gowns, etc.) whenever there is a possibility that you will come into contact with the resident's skin or body fluids.
- \_\_\_\_\_ 4. Get the medication in its container and any other supplies. Verify the medication using the three checkpoints.
- \_\_\_\_\_ 5. Verify the rights of medication administration.
- \_\_\_\_\_ 6. Explain the procedure to the resident and provide privacy.
- \_\_\_\_\_ 7. Position the resident to make swallowing easy.

### PREPARE THE DOSAGE

- \_\_\_\_\_ 8. Pour the correct number of tablets or capsules into the lid of the medicine container/bottle or directly into the medication cup without touching the medication directly with your hands.

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## ADMINISTER THE MEDICATION

- \_\_\_\_\_ 9. Give the medication to the resident.
- \_\_\_\_\_ 10. Instruct the resident to chew the medication (if indicated on the label).
- \_\_\_\_\_ 11. Instruct the resident to swallow the medication.
- \_\_\_\_\_ 12. Observe the resident until the medication is swallowed.
- \_\_\_\_\_ 13. Observe the resident for any immediate side effects.
- \_\_\_\_\_ 14. Document the medication.

## FOLLOW UP THE MEDICATION ADMINISTRATION

- \_\_\_\_\_ 15. Return the medication to its proper storage:
  - \_\_\_\_\_ a. Remove the remaining medication and all utensils. Clean the utensils, if necessary.
  - \_\_\_\_\_ b. Store the medication properly.
- \_\_\_\_\_ 16. Wash your hands.

Finish the evaluation by answering the questions below.

*Did your partner do the following?*

- |            |           |   |
|------------|-----------|---|
| <b>Yes</b> | <b>No</b> | Give medication only after verifying rights of medication administration; doing the three checkpoints to verify the medication preparation; and guaranteeing resident's safety and comfort throughout procedure |
| <b>Yes</b> | <b>No</b> | Administer medication correctly for the given type and form; medication prepared correctly; medication handled and stored correctly   |