



Skills Modules 3.0 Checklist

Oral and Topical Medications: Administering Oral Medications (PO, Buccal, and Sublingual)

Step by Step

SATISFACTORY /

UNSATISFACTORY

EVALUATOR'S COMMENTS

Administering Oral Medications (PO, Buccal, and Sublingual)

Check medication prescription against the original prescription in medical record.

Assess need for medication, any interactions, safe dosing, adverse effects, and age/condition considerations.

Limit distractions and prepare for only one client at a time.

Check MAR and remove prescribed medication from the medication supply system.

Compare medication label with MAR.

Check expiration date and perform calculations.

Special considerations

- If unit dose packaging, open wrapper at the bedside.
- If multidose container for tablets or capsules, place medicine in a cup then return cap to container.
- If multidose liquid medication container, pour dose to level of meniscus then recap the container

Gather supplies and take medications to the client's bedside at correct time.

*Introduce yourself to the client.

*Provide privacy as needed.

*Perform hand hygiene and put on appropriate PPE if indicated.

*Verify client identification and scan barcode as per facility policy.

Recheck medication label with MAR.

**Document the relevant information (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.*

SKILLS MODULES 3.0: CHECKLIST ORAL AND TOPICAL MEDICATIONS: ADMINISTERING ORAL MEDICATIONS (PO, BUCCAL, AND SUBLINGUAL)

Step by Step

	SATISFACTORY / UNSATISFACTORY		EVALUATOR'S COMMENTS
*Determine whether the client has allergies.			
Complete assessments as indicated by medication.			
*Provide client education.			
Assess if client can swallow pills.			
Be sure client is positioned upright or side-lying.			
Administer medication with water/liquids.			
Client may be independent with taking.			
If client cannot swallow, consult drug reference guide or communicate with pharmacist regarding if medication can be crushed or capsule can be opened and sprinkled on applesauce.			
If buccal, instruct client to place the medication between the cheek and gums until dissolved. Instruct client that medication cannot be swallowed and should sit in cheek until dissolved.			
If sublingual, instruct client to place the medication under the tongue in the sublingual pocket until dissolved. Instruct client not to swallow medication.			
Stay at bedside until medications are taken by client.			
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.			
Evaluate the outcome at the appropriate time frame.			

**Document the relevant information (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.*

References

- Lynn, P. (2019). *Taylor's clinical nursing skills: A nursing process approach* (5th ed.) Philadelphia: Wolters Kluwer, p 59-60.
- Perry, A. G., Potter, P. A., and Ostendorf, W. R. (2018). *Clinical nursing skills & techniques* (9th ed.) St. Louis, MO: Elsevier, p 528-529.