

# X Healthcare: How to Administer Oral Medications Safely

Policy Number: 3

## Introduction

This policy outlines the procedures for safely administering oral medications to patients at X Healthcare. Adhering to these guidelines ensures patient safety and compliance with healthcare regulations.

## General Guidelines

1. **Verification:** Always verify the patient's identity using two identifiers (e.g., name and date of birth) before administering any medication.
2. **Medication Order:** Confirm the medication order is current and accurately transcribed in the patient's chart. Check the medication name, dosage, route, and time of administration.
3. **Patient Education:** Inform the patient about the medication, its purpose, and any potential side effects. Answer any questions they may have.
4. **Hand Hygiene:** Wash hands thoroughly and wear appropriate gloves before handling medications.
5. **Medication Preparation:**
  - Prepare medications in a clean, well-lit area.
  - Do not crush or split medications unless specifically ordered.
  - Use appropriate medication cups or devices.
6. **Administration:**
  - Assist the patient in an upright position if possible.
  - Ensure the patient swallows the medication.
  - Never leave medications unattended at the patient's bedside.
7. **Documentation:**
  - Document the medication administration immediately after giving it to the patient.
  - Include the medication name, dosage, time, and any patient response or concerns.

8. **Storage:** Store medications according to facility protocols. Ensure secure and appropriate storage to prevent unauthorized access.

## Specific Procedures

### Solid Oral Medications (Tablets, Capsules)

Step	Procedure
1	Check the medication order and patient identification.
2	Remove the correct medication from the container or packaging.
3	Place the medication in a medication cup.
4	Assist the patient with taking the medication, ensuring it is swallowed with water.
5	Document the administration.

### Liquid Oral Medications

Step	Procedure
1	Check the medication order and patient identification.
2	Shake the bottle if required.
3	Use a calibrated measuring device to pour the correct dose.
4	Assist the patient with taking the medication.
5	Document the administration.

## Adverse Reactions

1. Monitor the patient for any adverse reactions after administering the medication.
2. Report any adverse reactions immediately to the physician or supervisor.
3. Document any adverse reactions in the patient's chart.

## Policy Review

This policy will be reviewed annually and updated as needed. All staff are required to familiarize themselves with this policy. Failure to comply may result in disciplinary action.

## Conclusion

Following these guidelines is critical to ensuring patient safety and the effective administration of oral medications. Any questions or concerns should be addressed to the supervising nurse or pharmacist.