Clinical Nursing Skill: Administration of Oral Medications

The following is a guideline for administration of oral medications. During clinical assessment students will be automatically failed if those tasks underlined are not performed according to guidelines.

1. Performs routine hand wash
2. Consults patient documentation regarding patient status e.g. student should know why the patient requires the medication
3. Introduces self to patient
4. Provides explanation to patient
5. Seeks permission to perform procedure
6. Organises equipment
7. Prepares patient and provides privacy as appropriate
8. Confirms medical order meets legal requirements e.g. dated and signed by a medical officer, order is legible
9. Checks all of the medication chart
10. Checks for allergies
11. Reviews literature on the drug if unfamiliar with the medication e.g. reviews MIMS to confirm dosage is correct
12. Calculates dose to be administered if applicable
13. Assembles equipment as per needs of the patient
14. Performs first drug check
15. Checks expiry date of medication
16. Places the lid of the container upside down to prevent contamination
17. Performs second drug check
18a. Demonstrates correct technique for removing tablets/capsules from bottles/blister packs. 18b. Demonstrates correct technique for pouring a specific amount of liquid from a bottle
19. Performs 3rd drug check
20. Checks patient is not nil by mouth (NBM) and patients compatibility of route of administration
21. Identifies patient with medical order and patient identification arm band
22. Gives the patient sufficient fluids to swallow medication
23. Witnesses ingestion of medication
24. Terminates encounter suitable
25. Replaces/disposes of equipment appropriately
26. Performs routine hand wash adhering to standard precaution guidelines
27. Signs the drug order
28. Reports significant findings