

Medication Administration Study Guide

Instructions: Using the “**Medication Administration Manual**”, complete this study guide by filling out the portions of the Medication documentation below.

The Six Rights

What are the six rights of medication administration?

M
D
D

I
R
T

Administering Medications

Document the administration of the medication to the right. You administered the medication at about 8:00 am on the 5th of the month.

HR	1	2	3	4	5	6	7	8	9	10	11	12	13
8am	TR	TR	CG	CG									
1pm	AG	AG	IR	IR									
7pm	AG	AG	IR	IR									

Medication Changes: documenting a new medication

A new medication has been prescribed for the Individual by Dr. G. Ross. Please enter the following information from the prescription dated 02-24-06:

Prilosec, 20 mg, capsules, 1 cap at 8PM

Monthly Prescription Medication Sheet

Mont

	Routine Medications	HR	1	2
Order Date				
D/C Date				
Doctor				
Order Date				

Medication Changes: documenting a discontinued medication

Mark the Monthly Medication Sheet to the right to show that the medication was discontinued as of the morning of the 5th.

HR	1	2	3	4	5	6	7	8	9	10	11	12	13
8am	LC	LC	LC	LC									
3pm	TA	TA	TA	TA									
9pm	TA	TA	TA	TA									

Medication Changes: documenting a dosage change of a medication

How do you document a dosage change?

Medication Changes: documenting a **time change**

In the box to the right, document the following time change. Starting on the morning of the 5th, the doctor ordered for the medication to be given twice, instead of three times, at 8 am and 8 pm. Change the times to the right, and document the administration of the medication for 8 am on the 5th.

HR	1	2	3	4	5	6	7	8	9	10	11	12	13
8am	LC	LC	LC	LC									
3pm	TA	TA	TA	TA									
9pm	TA	TA	TA	TA									

Destroying Medications

In the box below, from the back of the Monthly Medication Sheet, document the destruction of one tablet of Depakote, flushed down the toilet because the Individual refused to take it. The caregiver was John Smith and witness was Jane Doe.

Notes			
Date	Initials	Note	Witness

Administration Errors

In the box below, from the back of the Monthly Medication Sheet, document the following medication error. Two tablets of Claritin were given instead of the normal one tablet. The caregiver, Sean Jones, called the mentor, who reported that there was nothing to worry about.

Notes			
Date	Initials	Note	Witness

Documentation Errors

In the box to the right, the “CG” at 1pm on the 5th is an error. The morning caregiver, with initials “CG”, signed for the 1pm time slot. Fix this error. Then, in the box below, document this error.

HR	1	2	3	4	5	6	7	8	9	10	11	12	13
8am	TR	TR	CG	CG	CG								
1pm	AG	AG	IR	IR	CG								
7pm	AG	AG	IR	IR									

Notes			
Date	Initials	Note	Witness