

Sample Document

Written Order for Medication Administration

1. Tablets/Capsules
 - a. Remove correct medication bottle from the secure location
 - b. Review the Medication Order Form and compare it to the bottle
 - c. Verify the medication is being given to the correct camper and it is the correct time to administer the medication
 - d. Pour the correct number of tablets/capsules in to a medicine cup, if too many are poured into the medicine cup, pour the extra tablet/capsules back into the bottle
 - i. If the order calls for a $\frac{1}{2}$ tablet, verify that you have $\frac{1}{2}$ a tablet in the medicine cup
 - ii. If needed, and the tablet is scored, using gloved hands break the tablet in half along the scored line or using a pill cutting device
 - iii. Return the unneeded half of the tablet back to the medicine bottle
 - e. Verify again that the correct number of tablets in the medicine cup for the camper matches the medication order form and the bottle
 - f. Verify the medication is being given to the correct camper
 - g. Give the camper a cup of water and the medicine cup contain the tablets/capsules
 - h. Observe the camper putting the medication into the mouth and swallowing it
 - i. Document the medication as given or declined following camp protocols
 - j. Return medication bottle back to the secure location
 - k. Document effectiveness of the medication
2. Lique Medications
 - a. Remove correct medication bottle from the secure location, could also be in the refrigerator
 - b. Review the Medication Order Form and compare it to the bottle
 - c. Verify the medication is being given to the correct camper and it is the correct time to administer the medication
 - d. Pour out the correct amount needed into a medicine cup that has milliliter markings on it
 - e. Verify again that the correct amount of medication is in the medicine cups and this matches both the medication order form and the bottle
 - f. Verify the medication is being given to the correct camper
 - g. Give the camper the medicine cup
 - h. Observe the camper swallowing the medication
 - i. Document the medication as given or declined following camp protocols
 - j. Return the medication bottle back to the secure location
 - k. Document effectiveness of the medication
3. Topical Medications
 - a. Remove correct medication from the secure location
 - b. Review Medication Order Form and compare it to the tube/bottle/box
 - c. Verify the medication is being given to the correct camper and it is the correct time to administer the medication

- d. Apply the medication to the skin/allow the camper to apply the medication to their skin according to the medication order
- e. Document the medication as applied or declined following camp protocols
- f. Return the medication to the secure location
- g. Document effectiveness of medication

4 Eye Drops/Ointments

- a. Remove correct medication bottle from the secure location
- b. Review the Medication Order Form and compare it to the bottle
- c. Verify the medication is being given to the correct camper and it is the correct time to administer the medications
- d. While wearing gloves, administer the correct number of eye drops by having the camper look upwards, gently pull on the lower lid to create a pocket and instill the eye drop in the pocket. Use the same procedure to administer eye ointments.
- e. Document the medication as applied to declined following camp protocols
- f. Return the medication to the secure location
- g. Document effectiveness of the medication

5. Ear Drops

- a. Remove correct medication bottles from the secure location
- b. Review the Medication Order Form and compare it to the bottle
- c. Verify the medication is being given to the correct camper and it is the correct time to administer the medication
- d. While wearing gloves, administer the correct number of ear drops while having the camper tilt their head toward the opposite shoulder. Place a loose cotton ball in the outer ear covering the ear canal to catch any extra medication. Repeat in the other ear if needed.
- e. Document the medication as applied or declined following camp protocols
- f. Return the medication to the secure location
- g. Document effectiveness of the medication

6.. Nasal Spray/Drops

- a. Remove correct medication bottle from the secure location
- b. Review the Medication Order Form and compare it to the bottle
- c. Verify medication is being given to the correct camper and it is the correct time to administer the medication
- d. While wearing gloves, administer the correct number of nasal drops while having the camper tilt their head upward. For nasal sprays, spray the correct number of sprays into each nostril per the medication order form.
- e. Document the medication as applied or declined following camp protocols
- f. Return the medication to a secure location
- g. Document effectiveness of the medication