



Student Resource Guide

3. Medication Management



Cautionary Statement

The material in this module is not intended to be medical advice on personal health matters. Medical advice should be obtained from a licensed physician. This module highlights medication. This module does not cover all situations, precautions, interactions, adverse reactions, or other side effects. A pharmacist can assist you and the doctor with questions about medications. We urge you to talk with pharmacist, nurses and other professionals (e.g. dietitians) as well, to broaden your understanding of the fundamentals covered in this module.

Student Resource Guide: SESSION 3

Medication Management

OUTCOMES

When you finish this session you will be able to:

- ▶ Demonstrate how to provide assistance to individuals who self-administer medication.
- ▶ Identify resources about medications that individuals are taking.
- ▶ Describe different categories of medications.
- ▶ Identify the Five Rights of assisting an individual with self-administration of medication.
- ▶ Identify the difference between “prescription” and “over-the-counter” medications.
- ▶ Identify key information on prescription medication labels.

KEY WORDS

Allergic Reaction: A reaction caused by an unusual hypersensitivity to a medication (or insect stings or certain foods).

Anti-Convulsant Medication: Medications prescribed to control seizure activity in individuals with epilepsy.

Documentation: The written recording of events, observations, and care provided.

Drug: A word often used interchangeably with the word medication.

Generic Name: The name given to a drug by the federal government.

Medications: Substances taken into the body (or applied to) for the purpose of prevention, treatment, relief of symptoms, or cure.

Medication Error: Any time the right medication is not taken as prescribed.

Medication (Drug) Interactions: The result, either desirable or undesirable, of drugs interacting with themselves, other drugs, foods, alcohol, or other substances such as herbs or other nutrients.

KEY WORDS

Ophthalmic: Referring to the eyes.

Otic: Referring to the ears.

Over-the-Counter (OTC) Medications: Includes all non-prescription medications such as aspirin, antihistamines, vitamin supplements, or herbal remedies.

Pharmacy: The practice of preparing and dispensing drugs. The physical building where drugs are dispensed is also referred to as a pharmacy or drug store.

Pharmacist: A licensed individual who prepares and dispenses drugs and is knowledgeable about a drug’s contents.

Physician/Doctor: An individual licensed to practice medicine. For the purpose of prescribing medications only, the term is interpreted to mean any health care professional authorized by law to prescribe drugs: physician, dentist, optometrist, podiatrist, nurse practitioner, physician’s assistant. A nurse practitioner or physician’s assistant that write prescriptions are acting under the supervision of the individual’s physician.

Prescription Medications: Medications that must be ordered by a physician or other licensed health care professional with authority to write prescriptions such as a dentist or nurse practitioner.

PRN Medication: An abbreviation (pro re nata) that means “as needed.” A PRN medication is any prescription or non-prescription medication that is to be taken as needed.

Psychotropic Medication: Central nervous system drugs, which affect a person’s thinking or feeling.

Side Effects: Effects produced by a medication other than the effect for which it was prescribed. Side effects may be desirable or undesirable, predictable or unpredictable, or harmless or dangerous. Sometimes side effects, such as a severe allergic reaction, can be deadly.

Trade/Brand Name: The name given to a medication by the manufacturer.

The Benefits and Risks of Medications

Although medications can make you feel better and help you get well, it is important to know that all medications, both prescription and over-the-counter, have risks as well as benefits.

The benefits of medicines are the helpful effects you get when you use them, such as controlling seizures, lowering blood pressure, curing infection, or relieving pain. The risks of medicines include the chance that something unwanted or unexpected could happen to the person taking the medication. Following are several types of medication risks:

- ▶ The possibility of harmful interactions between the medicine and a food, beverage, vitamins and herbal supplements, or another medicine.
- ▶ The chance that the medicine may not work as expected (have the intended effect) and that it may cause additional problems or have a side effect.
- ▶ The possibility that there may be a medication error. Medication errors are preventable events that may cause or lead to inappropriate medication use or harm to the user.

The Food and Drug Administration evaluated nationwide reports of fatal medication errors that it received during a five-year period and found that the most common types of errors involved administering an improper dose (41%), giving the wrong drug (16%), and using the wrong route of administration (16%). Errors were caused by a lack of skill and/or knowledge and communication errors.

Ways to Lower Risks and Help People Obtain Benefits of Medication

There are many things that you can do to lower the risks of medications for the individuals you are assisting, including talking to the doctor and pharmacist, learning about the medication, reading the

label and following the doctor's orders, being aware of and avoiding possible drug or food interactions, monitoring for side effects and knowing and practicing medication safety when assisting with self administration.

Talk to the Doctor and Pharmacist

Before the doctor writes the order for a medication, make sure that he or she knows about other medications being taken by the individual and any allergies or sensitivities. Tell him or her about anything that could affect the person's ability to take medication; for example, difficulty swallowing.

Rather than simply letting the doctor write the order and send you and the individual on your way, ask questions and write down the answers. Find out what drug is being ordered and why. Find out how the drug should be taken and make sure you understand the directions. For example:

- ▶ Does three times a day mean eight hours apart or at meal times?
- ▶ Are there any medications, foods, or beverages that the individual should avoid?
- ▶ Are there any side effects that might occur and what should you do about them?

Ask the pharmacist all of the same questions. Check those answers against the ones you wrote down when you talked to the doctor. If anything is unclear, ask again. Ask the pharmacist for a copy of the medication information sheet and have him or her go over it with you (Appendix 3-A, Sample Medication Sheet). If you still have questions when you get home, don't hesitate to call the doctor or pharmacist. It is best to be cautious if you are unsure about anything.

The Benefits and Risks of Medications (continued)

When talking to the doctor and the pharmacist, use the Medication Safety Questionnaire (Appendix 3-B) and make sure that you get all the questions answered. Write down the answers and keep the information in the individual's record.

Know About Prescription and Over-the-Counter Medications

Remember that in a licensed community care facility, all medications—including prescription and over-the-counter—must be ordered by a doctor.

Make sure you know

- ▶ The brand name and the generic names of each medication.
- ▶ What the medication looks like; how to store it properly; and when, how, and how long to use it.
- ▶ How and under what conditions you should stop using it.
- ▶ What to do if a dose is missed.
- ▶ What the medicine is supposed to do, any side effects or interactions, and if any tests or monitoring is needed. Again, using the Medication Safety Questionnaire will help you get answers to all of your questions. Other sources of information include medication reference books from your local library or book store. Web sites such as [Safemedication .com](http://Safemedication.com) or rxlist.com also provide medication information.

Read the Label and Follow the Five Rights When Assisting

When preparing to assist with medication, there are several things the DSP should do to minimize medication risks:

- ▶ Always prepare medication in a clean and well lighted area.
- ▶ Allow plenty of time (to avoid rushing) and stay focused.

- ▶ Prepare and assist in a quiet place, to minimize distractions.

When assisting with self-administration of medication, make sure you

- ▶ Understand the directions on the label.
- ▶ Check, double check, and triple check that you have the right person, right medication, right dose, right time, and right route (the “Five Rights”).
- ▶ Always keep medications in their original, labeled container.

Only one DSP should be assisting an individual with medications at any given time and that DSP should be allowed to focus only on the medications.

Record Each Medication Dose

Record each dose at the time the medication is taken by the individual—not before and not hours later.

Use a Medication Log (Appendix 3-C) to document the date and time, and to initial for each dose of medication the DSP assisted with. Also record any medication errors; for example, a missed dose.

The DSP can use the sample Medication Log provided in this Session (or ask the pharmacist to provide a medication administration record form). The Medication Log includes key information about the individual, including any known drug allergies, and information about the individual's medications, including the name of the medication, dose, times to take the medication, and how it should be taken. It is advised that pre-made pharmacy labels containing all of the medication information be placed on the Medication Log, along with pre-made warning labels. Whenever a prescription is changed, you must update the Medication Log.

The Benefits and Risks of Medications (continued)

Avoid Interactions

Before starting any new medications, determine if interactions are possible with other medications, vitamins, herbal supplements, beverages, or foods. It is not uncommon for two or more medications to interact causing unwanted side effects. An example of this would be when iron or penicillin is given with an antacid. The antacid prevents the iron or penicillin from being absorbed in the stomach. Follow the doctor's instructions for use.

It is a good idea to use the same pharmacy for all of your medication needs. In this way the pharmacist who fills each prescription will have a record of all medications prescribed for the individual and be able to more readily identify any possible drug interactions.

Observe for Intended and Unintended Effects

Examples of unintended effects, often called side effects, are when a medication makes an individual feel nauseated, confused, dizzy, or anxious; causes a rash; or causes a change in a bodily function such as appetite, sleep pattern, or elimination. Your responsibility is to know the medications; intended and unintended side effects of medication(s) each individual is taking; and to consistently and accurately observe, report, and record any change in the normal daily routine, behavior, ways of communicating, appearance, physical health, and general manner, or mood of the individual. Physical and behavioral changes that are due to possible side effects of a medication are often difficult to sort out. Interpretation (deciding the meaning) of an observed side effect is the responsibility of the individual's doctor.

Know When to Get Help

Some individuals have severe, life-threatening allergies to medications,

especially penicillin. The allergic reaction is sudden and severe and may cause difficulty breathing and a drop in blood pressure (anaphylactic shock). If an individual has had a severe allergic reaction to a medication (or insect stings or food), he or she should wear an identification bracelet that will tell health professionals about the allergy.

Call 911 immediately to get emergency medical care if signs of a severe allergic reaction develop, especially soon after taking a medication. Signs of an allergic reaction include:

- ▶ Wheezing or difficulty breathing.
- ▶ Swelling around the lips, tongue, or face.
- ▶ Skin rash, itching, feeling of warmth, or hives.

Some individuals have a severe allergy to insect stings or certain foods. If an individual shows any of these same signs of a severe allergic reaction soon after eating a food or being stung by an insect, call 911 immediately to get emergency medical care. When in doubt, always err on the side of caution and report the incident.

Know Safe Medication Practices and Requirements for Assisting with Medication

In California, Community Care Licensing regulations are very specific regarding requirements for assisting with medications. Some regulations are different based on the age of people living in the home and the home's licensing category; for example, Adult Residential Facility or Small Family Home. Specific information on these regulatory requirements is included in the Community Care Licensing Division's *Self-Assessment Guide, Medications Booklet*, September 2002, found in Appendix 4-E, Year 1, Session 4.

Medication Labels

The following information will help you to correctly read a medication label.

Medications have both a generic name and a trade name. A drug's generic name is given by the federal government. A medication's trade or brand name is given by the manufacturer. For example, acetaminophen is the generic name for Tylenol; Tylenol is the trade name. The prescribing doctor may order the medication by either name. The pharmacy label may show either name as well.

Each prescribed medication must be kept in its original container with the pharmacy label affixed. Careful reading of the label is critical to ensuring medication safety. The information on the pharmacy medication label includes

- ▶ Pharmacy/pharmacist name and address
- ▶ Prescription number or other means of identifying the prescriber (used in requesting refills)
- ▶ Individual's name
- ▶ Prescriber's name (doctor)
- ▶ Name of medication
- ▶ Strength (Dose)
- ▶ Directions for how to use the medication
- ▶ Manufacturer
- ▶ Quantity (for example, number of pills or other measurement of the amount of the prescription)
- ▶ Date the prescription was filled
- ▶ Expiration or discard date
- ▶ Number of refills remaining

The following is an example of a typical medication label:

ABC Pharmacy	
1017 25th St., Sacramento, CA	
Dr. Diaz	
RX 10387	6/15/05
JACOB SMITH	
TAKE 1 TABLET ORALLY AM FOR SEIZURES (8AM)	
TEGRETOL 400 MG	
#30 TABLETS	
EXPIRES: 06/02/06	REFILLS: 2
MFG: MANY MEDICATIONS, INC	
FILLED BY: BRS	

Label Warnings

Medication containers may also have separate warning labels affixed by the pharmacist that provide additional information on the use of the medication; for example, "Medication should be taken with plenty of water." Other warnings include

- ▶ For external use only.
- ▶ Do not take dairy products, antacids, or iron preparations within one hour of this medication.
- ▶ Finish all medication unless otherwise directed by prescriber.
- ▶ May cause discoloration of the urine or feces.
- ▶ May cause drowsiness or dizziness.
- ▶ Take medication on an empty stomach one hour before or two hours after a meal unless otherwise directed by your doctor.
- ▶ It may be advisable to drink a full glass of orange juice or eat a banana daily.

Never "scratch out," write over, or change a drug label in any way. Instead, return to the pharmacy to have the container relabeled. Any change to a prescription required a doctor's written order that must be filled by a pharmacist.

Medication Labels (continued)

Medication Label Abbreviations

The following abbreviations and symbols are commonly used on medication labels. To read and understand medication labels, the DSP must be familiar with these abbreviations and symbols.

- Rx = Prescription
- OTC = Over-the-Counter
- PRN = when necessary, or as needed
- Qty = quantity
- q (Q) = every
- qd = daily
- b.i.d. (BID) = twice a day
- t.i.d. (TID) = three times a day
- q.i.d. (QID) = four times a day
- h. = hour
- h.s. (HS) = hour of sleep (bedtime)
- tsp. = teaspoon (or 5 ml)
- Tbsp. = tablespoon (3 tsps or 15 ml)
- oz = ounce
- gr. = grains
- mg. = milligrams
- GM, gm. = grams (1,000 mg)
- gr. = grains
- Cap = capsule
- Tab = tablet
- A.M. = morning
- P.M. = afternoon/evening
- D/C or d/c = discontinue

ACTIVITY

Filling in a Medication Safety Questionnaire

Directions: Split into small groups. Using the sample Tegretol® medication label below and the medication Information sheet (Appendix 3-B) to fill in the answers on the Medication Safety Questionnaire. on page S-8.

ABC Pharmacy
1017 25th St, Sacramento, CA
Phone: 000-000-0000, Fax: 000-000-0000
Dr. Diaz
Rx: 10387
JACOB SMITH 06-15-05
TAKE ONE TABLET ORALLY AM FOR SEIZURES (8AM)
TEGRETOL 400 MG
#30 TABLETS
EXPIRES: 06/02/06 Refills: 2
MFG: MANY MEDICATIONS, INC.
Filled by: BRS

ACTIVITY

Medication Safety Questionnaire

Name _____			
Brand: _____	Dose (e.g., mg) and form (e.g., tabs)	When to take each dose?	For how long?
Generic: _____			

1. What is the medication supposed to do?
2. How long before I will know it is working or not working?
3. What about serum (blood) levels? Other laboratory work? How often? Where? Standing order?
4. If the individual misses a dose, what should I do?

.....
INTERACTIONS?

5. Should this medication be taken with food? Yes No
At least one hour before or two hours after a meal? Yes No
6. Are there any foods, supplements (such as, herbs, vitamins, minerals), drinks (alcoholic, for example), or activities that should be avoided while taking this medication?
 Yes (Which ones?) _____
 No
7. Are there any other prescription or over-the-counter medications that should be avoided?
 Yes (Which ones?) _____
 No

.....
SIDE EFFECTS? IF SO, RESPONSE?

8. What are common side effects?
9. If there are any side effects, what should I do? How do I know whether to take the individual to emergency, call the doctor right away, or make an appointment to see the doctor?
10. If the drug is being prescribed for a long period of time, are there any long-term effects?

Common Categories of Medication

Drugs are classified into categories or classes with other medications that affect the body in similar ways. Thousands of medications are available on the market. Many drugs, because of their multiple uses, can be found in more than one category. Some common categories of medications used by individuals with developmental disabilities include:

- ▶ Anti-convulsants
- ▶ Antibiotics
- ▶ Pain medications
- ▶ Topical ointments or creams
- ▶ Psychotropic medications, which include anti-depressants and anti-psychotics

Anti-Convulsants or Anti-Seizure Medications

Seizures can be treated by medications. Medications prescribed to control seizure activity in individuals with epilepsy are often referred to as anti-convulsants.

The type of seizures an individual has determines which anticonvulsant the physician prescribes. It is very important for you to provide accurate information to the physician on the symptoms of the person's seizure so that the most appropriate medication can be prescribed.

Prior to the discovery of Dilantin in 1938, bromides and barbiturates, such as Phenobarbital, were about the only drugs available to treat seizures. Today many less sedating medications are used to treat epilepsy. Some of the more common anti-

convulsants are Depakene, Tegretol, Neurontin, Lamictal, Topamax, and Keppra.

According to a 1995 study cited by McGowan and McGowan in *Assessing Health Risk in Developmental Disabilities*, one anti-convulsant drug controls seizures acceptably in about 70% of new cases; two-drug therapy controls seizures in another 10% of individuals, and three-drug therapy controls seizures in another 5%.

Many anti-convulsants, when taken with other drugs in the same or different categories, interact; that is, affect the amount and usefulness or impact each other.

Some anti-convulsants deplete vitamins so the person may need a multi-vitamin supplement and extra folic acid. Be sure to ask the physician or pharmacist. The physician may not think about this nutritional issue unless you bring it up.

A number of prescription and OTC medications, such as anti-psychotics, Ibuprofen, as well as alcohol and illicit drugs such as cocaine and amphetamines, may lower the "seizure threshold," or increase the likelihood of a seizure.

Most anti-convulsants have central nervous system effects including effects on thinking (especially Phenobarbital). Effects include dizziness, sedation, mood changes, nervousness, or fatigue.

Common Categories of Medication (continued)

Common Side Effects

- ▶ Sleepiness, lethargy, cognitive impairment, altered gait, seizure breakthrough, and memory loss are typically related to the dosage.
- ▶ Stomach upset (especially with Tegretol and Depakote), diarrhea, gum growth and swelling (with Dilantin), weight gain, and hair loss or growth.
- ▶ Liver or kidney dysfunction, hyperactivity, aplastic anemia, allergic response.

To obtain this information, talk to the prescribing doctor and the pharmacist who fills the doctor's order. Also ask the pharmacist for a copy of the medication information sheet and have him or her review it with you. Other sources of information include medication reference books from your local library or bookstore. Web sites such as Safemedication.com or drugconsult.com also provide medication information. Make sure that you know the answers to all of these questions before you assist an individual in taking a medication.

Psychotropics and Psychiatric Disorders and Medications Used for Treatment

Psychiatric disorders may involve serious impairments in mental or emotional functioning, which affect a person's ability to perform normal activities and to relate effectively to others.

Many individuals with developmental disabilities who also have a psychiatric disorder are treated with psychotropic medications alongside other interventions.

Psychotropic medications are central nervous system drugs that affect a person's thinking or feeling. Following is information on three classifications of psychiatric disorders for which individuals might take medication.

1. Mood Disorders

Two main types of mood disorders are

- a. *Depression* (lasting two or more weeks), which can mean feelings of hopelessness or even self-destruction; for example, not wanting to eat or get out of bed in the morning.

Anti-depressants are used to treat depression. Anti-depressant medications include

- Tofranil
- Norpramin
- Wellbutrin
- SSRIs (selective serotonin reuptake inhibitors—a new class of medications) include
 - Luvox (fluvoxamine)
 - Paxil (paroxetine)
 - Prozac (fluoxetine)
 - Zoloft (sertraline)

- b. *Bi-polar Disorder*, also called Manic Depression, is often marked by extremes in mood, from elation to deep despair and/or manic periods consisting of excessive excitement, delusions of grandeur, or mood elevation.

Lithium is used to treat bipolar disorders. Taking this drug requires close monitoring with frequent blood tests.

2. Schizophrenia

Schizophrenia can mean hallucinations and sensory misperceptions; delusions (strange ideas or false beliefs, including paranoia); distorted misinterpretation and retreat from reality; ambivalence; inappropriate affect; and bizarre, withdrawn, or aggressive behavior.

Common Categories of Medication (continued)

Major Tranquilizers are used for schizophrenia, anxiety, and severe behavior problems.

These include

- Haldol (haloperidol)
- Mellaril (thioridazine)
- Proloxin (fluphenazine)
- Risperdal (risperidone)
- Serentil (mesoridazine)
- Thorazine (chlorpromazine)

3. Anxiety Disorders

Anxiety disorders are typified by tension, fear, apprehension, discomfort, and distress. Two main types of anxiety disorders are

- a. Generalized Anxiety Disorder
- b. Obsessive-Compulsive Disorder

Anti-anxiety medications are used to treat anxiety disorders and include

- Buspar (buspirone)
- Librium (chlordiazepoxide)
- Valium (diazepam)
- Xanax (alprazolam)

Common Side Effects Associated With Psychotropic Medications

<i>Medication</i>	<i>Examples</i>	<i>Side Effects</i>
SSRIs (selective serotonin reuptake inhibitors)	Prozac, Paxil, Zoloft, Luvox, Celexa	Stomach upset, sleeping problems, behavioral problems
Tricyclic anti-depressants	Anafranil, Elavil, Tofranil, and Norpramin	Constipation, dry mouth, dizziness
Other anti-depressants	Desyrel, Serzone, Remeron	Sleepiness, dizziness, dry mouth
Stimulants	Ritalin, Dexedrine, Cylert	Insomnia, loss of appetite, mood changes
Neuroleptics/antipsychotics	Haldol, Risperdal, Mellaril	Sedation, weight gain, movement problems, restlessness
Mood Stabilizers	Lithium	Memory problems, thirstiness, shakiness
Anxiolytics	Valium, Xanax, Ativan	Sedation, unsteadiness, disinhibition

Source: *Psychotropic Medications in Person with Developmental Disabilities*, by Dr. Bryan King.

Five Rights

Following the Five Rights is basic to medication safety. The DSP needs to be sure he or she has the

1. Right person
2. Right medication
3. Right dose
4. Right time
5. Right route

When assisting an individual to take medication, you must read and compare the information on the medication label to the information on the medication log three times before the person takes the medication. By doing so, you are helping to ensure that you are assisting the right person with the right medication and dose at the right time and in the right way (route). Never assist a person with medication if the container has no label!

If, at any time, you discover that any of the information does not match, stop. You may have the wrong person; you may be preparing the wrong medication in the wrong dose at the wrong time; or the person may be about to take the medication in the wrong way. Think through

each of these possibilities and decide what to do. If you are unsure, you may need to get help. Ask another DSP or the administrator. In some situations, you may need to call the doctor or pharmacist.

Check the Five Rights three times by reading the medication label and comparing it to the information on the medication log as follows:

✓ **First Check**

When you remove the medication from the storage area.

✓ **Second Check**

When you remove the medication from the original labeled container.

✓ **Third Check**

Just before you assist the individual to take the medication.

► **1. Right Person**

Read the name of the person for whom the medication is prescribed on the medication (pharmacy) label. When assisting an individual with any medication, it is essential that you know the person. If uncertain of an individual's name or identity, consult another staff member who knows the individual before assisting with self-administration of any medication. Stay with the individual until you are certain that he or she has taken the medication.

Five Rights (continued)

► 2. Right Medication

After you have verified that you have the right person, read the name of the medication on the medication label. To make sure you have the right medication for the right person, read the label three times and compare it to the information on the individual's medication log.

► 3. Right Dose

Read the medication label for the correct dosage. Be alert to any changes in the dosage.

- Question the use of multiple tablets providing a single dose of medicine.
- Question any change in the color, size, or form of medication.
- Be suspicious of any sudden large increases in medication doses.

► 4. Right Time

Read the medication label for directions about when and how often the medication should be taken. Medication must be taken at a specific time or times of the day.

You need to know:

- How long has it been since the individual took the last dose of medication?
- Are foods or liquids to be taken with the medication?
- Are there certain foods or liquids to avoid when taking the medication?
- Is there a certain period of time to take the medication in relation to foods or liquids?
- Is it the right time of day, such as a.m. or p.m.?
- What time is a medication to be taken that is ordered for once a day? In the morning? At noon? At dinner time?

This can be confusing. Usually when a medication is ordered only once a day, it is given in the morning. It is best to check with the doctor or pharmacist for instructions.

► 5. Right Route

Read the medication label for the appropriate route or way to take the medication. In the case of pills (tablets, capsules, etc.), liquids, under the tongue (sublingual), or between the teeth and cheek (buccal), the right route is "oral." This means that the medication enters the body through the mouth. Other routes include oral inhalers; nasal sprays; topical, which includes dermal patches or ointments to be applied to the skin; eye drops (ophthalmic); and ear (otic) drops.

Note: Other more intrusive routes, such as intravenous administrations, intramuscular or subcutaneous injections, rectal and vaginal suppositories, or enemas are only to be administered by a licensed health care professional.

In some cases, an individual living in an Adult Residential Facility may take their own medication without assistance. If an adult is to self-administer an injectable medication (for example, insulin for diabetes), a physician must provide a written statement that the individual is capable of doing so and there must be a health care plan specific to that individual. In all cases, the medication must be properly stored in a locked cabinet.

If you have any doubt as to whether the medication is in the correct form as ordered or can be self-administered as directed, consult with the prescribing physician or your pharmacist.

Additional Pointers When Assisting with Tablets and Capsules

1. Pour (or punch out if bubble pack) the correct dose into the bottle cap and then into the container used for holding the tablets or capsules. It is recommended that you use a separate disposable paper cup as the container for each medication. If too many pills pour out, return the pills from the bottle cap into the container. If using a bubble pack, punch out the covered dose. It's important for you to work with only one person at a time and complete the task with that person before assisting another.
2. Always provide a glass of water and recommend to the person that he or she tilt their head forward slightly and take a small sip of water before placing the pill in the mouth. This might make swallowing easier as throwing the head back may increase the risk of choking. If pills are not taken with liquids the medication can irritate the throat and intestinal tract and may not be correctly absorbed.

Some medications must be taken with food and other special instructions may be required. Once again, ask the doctor or pharmacist and read any warning labels.

Additional Pointers for Assisting With Medication in Liquid Form

1. Check the label to see if the medication should be shaken.
2. Remove the cap from the bottle and place it upside down on the work surface.
3. Be sure to use a calibrated cup or spoon when assisting individuals with taking teaspoons or tablespoons of a liquid medication. Regular eating spoons (metal or plastic) are not accurate and should never be used. If no measuring device is available, check with your pharmacist or physician to determine exactly how the medication should be measured.

4. Locate the marking on your calibrated medicine cup or other measuring device for the ordered amount. Keeping your thumbnail on the mark, hold the cup at eye level and pour the correct amount of medication.
5. Place the cup on a flat surface to pour and measure.
6. Pour the medication away from the label to prevent staining same with any spills.
7. If too much liquid is poured, do not return it to the bottle—discard it.
8. Double check that the amount matches the amount indicated on the label.
9. Wipe the lip of the bottle with a clean, damp paper towel before replacing the cap.
10. If any liquid spills on the outside of the bottle, wipe with a clean paper towel.
11. Provide water after the liquid has been swallowed. Again, check the pharmacy label for any special instructions.
12. Wash the calibrated measuring device with warm water and air dry on a paper towel.
13. If the person has difficulty taking liquid medications, give the individual a straw to use to decrease spillage and bad taste.
14. If the individual has difficulty drinking an adequate amount of water or swallowing liquids, ask the doctor if he or she can take the medication with
 - Jell-O that is semi-liquid or jellied.
 - Apple juice or other “medication-compatible” juice thickened with cornstarch or other thickening agent.

Other Types of Medications

When assisting an individual with other types of medications such as topical creams and ointments, eardrops, nose drops, or eye drops, consult with the prescribing physician and the pharmacist for specific self-administration procedures.

PRACTICE AND SHARE

Think about the individuals you support and the medications they take. Pick one medication and learn about the possible side effects.

Session 3 Quiz

Medication Management

1	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
2	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
3	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
6	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
7	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
8	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
9	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
10	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

- Aspirin, vitamin supplements, and herbal remedies are examples of:**

 - Under-the-Table Medications.
 - Over-the-Counter Medications.
 - Prescription Medications.
 - Transcendental Medications.
- “PRN” Medications:**

 - May be prescription or non-prescription medications.
 - Have few or no side effects.
 - Are stored away from other drugs to prevent dangerous drug interactions.
 - Have to be recorded in the Medication Log only the first time they are used.
- Most medications have two names because one name is given by the company making the medication and the other name is given by the:**

 - Pharmacist.
 - Physician, Dentist, or Nurse Practitioner.
 - Federal government.
 - Community Care Licensing.
- When the DSP gives the right dose of the right medication to the right person at the right time and through the right route:**

 - Side effects that harm the individual will not occur.
 - The DSP is aware of and observes all of the “Five Rights.”
 - The medication will work exactly as the doctor expects it to.
 - There is still a good chance the DSP had made a medication error.
- Medication errors are reported on the medication log:**

 - Only if they are very serious.
 - At the end of the workday.
 - Before they occur, if time permits.
 - Not before they occur, but not hours later.

6. **An individual with a seizure disorder should always or usually avoid all of the following, except:**
- A) Amphetamines.
 - B) Multivitamin supplement.
 - C) Alcohol.
 - D) Cocaine.
7. **It is okay to disguise or hide medications in the person's food:**
- A) Only if the DSP is certain the person will never notice.
 - B) As a special fun activity, such as on Halloween or April Fool's Day.
 - C) At no time.
 - D) Only after making sure tablets are completely crushed to a fine powder.
8. **Aspirin, vitamin supplements, and herbal remedies are examples of:**
- A) Under-the-Table medications.
 - B) Over-the-Counter medications.
 - C) Prescription medications.
 - D) Transcendental medications.
9. **What should a DSP do if a person takes medications that were not prescribed for them?**
- A) Immediately notify the doctor of the person who took the wrong medication.
 - B) Wait until the next time before giving the medications to the right person, so that the medications will not be used up before they should be.
 - C) Get the person who took the wrong medication to vomit (throw up) as soon as possible.
 - D) Do a one-time switch by giving the person who did not get their medications the other person's medications.
10. **When packaging a dose of medication for the person to take when away from the facility, the DSP must make sure the following information is written on or contained in the package:**
- A) The person's name and the name of the medication.
 - B) The DSP's name and the phone number of the facility.
 - C) The doctor's name and the address of the pharmacist.
 - D) The "Five Rights."



Appendices



Appendix 3-A

Guidelines for Assisting with Self-Administration of Medication

1. There must be a written, dated, and signed **physician's order** in the individual's record **before a DSP can assist** the individual with self-administration of any medication, prescription, or over-the-counter medication.
2. **Only one DSP** should assist an individual with medications at any given time. That DSP should complete the entire process. Never hand a medication to one individual to pass on to another.
3. **Always wash your hands** before assisting an individual with self-administration.
4. The DSP should **always prepare medication in a clean, well-lit, quiet area.** Allow plenty of time, avoid rushing, and stay focused. Check the Five Rights by reading the Medication Label and comparing to the Medication Log three times before the individual takes the medication.
5. **To avoid errors, it is recommended that the medications be set up immediately before assisting an individual with self-administration of medications.** While Community Care Licensing regulations permit the set up of medications up to 24 hours in advance, there are many potential problems with this practice, including the possibility of the wrong individual taking the wrong medication and wrong dose at the wrong time.
6. **DSPs should ask for help from the prescribing doctor or pharmacist** if he or she is unsure about any step in the preparation of, assistance with, or documentation of medications.
7. **Medication should never be disguised** by putting it in food or liquid.
8. **The DSP should always ask the physician (and pharmacist) to give the medicine in the proper form for the individual based on the individual's needs and preferences.**
For example, one individual may have difficulty swallowing capsules and prefer liquid medication, while another may prefer capsules.
9. **Tablets should never be crushed** unless the prescribing physician has given specific directions to do so. **Capsules should not be opened** and their contents emptied out. Controlled release tablets can deliver dangerous immediate doses if they are crushed. Altering the form of capsules or tablets may have an impact on their effectiveness by changing the way an individual's body absorbs them.
10. **Read the medicine warning label, if any. It will give you important information about how the medication should be taken.**

ASK! ASK! ASK!

CHECK! CHECK! CHECK!

Tegretol (Carbamazepin) Information Sheet

What is carbamazepine?

- Carbamazepine is a drug that affects the nerves and brain. It works by decreasing impulses in nerves that cause seizures and pain.
- Carbamazepine is used to treat seizures and nerve pain such as trigeminal neuralgia and diabetic neuropathy.
- Carbamazepine may also be used for purposes other than those listed in this medication guide.

Who should not take carbamazepine?

- Do not take carbamazepine without first talking to your doctor if you have ever had an allergic reaction to a tricyclic antidepressant; have taken a monoamine oxidase (MAO) inhibitor in the past 14 days; or have a bone marrow disease or a history of bone marrow suppression.

Before taking carbamazepine, tell your doctor if you have:

- kidney disease;
- liver disease;
- heart disease;
- a low level of red blood cells in your body (anemia); or
- glaucoma.

You may not be able to take carbamazepine, or you may require a dosage adjustment or special monitoring during treatment if you have any of the conditions listed above.

- Do not take this medication without first talking to your doctor if you are pregnant or breast-feeding a baby.

How should I take carbamazepine?

- Take carbamazepine exactly as directed by your doctor.
- Take each dose with a full glass of water.
- The Tegretol, Tegretol XR, and Epitol brands of carbamazepine should be taken with food.

- Do not crush, break, or chew any extended-release (Tegretol XR) formulations of carbamazepine. Swallow them whole. They are specially formulated to release slowly in the body.
- The tablet coating of the Tegretol XR formulation is not absorbed in the body and may be found in the stool.
- Your doctor may want you to have blood tests during treatment with carbamazepine. It is important for your doctor to know how much carbamazepine is in your blood and how well your liver is working. A complete blood count (CBC) and liver function (SGOT) should be checked 1-2 months after Tegretol is started. Thereafter levels should be checked every six months or so.
- It may take a few weeks or longer before you feel the full benefit of carbamazepine.
- Carry or wear a medical identification tag to let others know that you are taking this medicine in the case of an emergency.
- Do not stop taking carbamazepine even if you feel better. It is important to continue taking carbamazepine to prevent your seizures from recurring.
- Grapefruit and grapefruit juice may interact with carbamazepine. The interaction could lead to potentially adverse effects. You should discuss the use of grapefruit and grapefruit juice with your doctor. Do not increase or decrease the amount of grapefruit products in your diet without first talking to your doctor.
- Avoid prolonged exposure to sunlight. Use sunscreen and wear protective clothing
- Store carbamazepine at room temperature away from moisture and heat.

Appendix 3-B (continued)

What happens if I miss a dose?

Take the missed dose as soon as you remember. However, if it is almost time for the next dose, skip the missed dose and take only the next regularly scheduled dose. Do not take a double dose of this medication.

What happens if I overdose?

- Seek emergency medical treatment.
- Symptoms of a carbamazepine overdose include irregular or decreased breathing, muscle twitches, restlessness, seizures, tremors, slurred speech, staggering walk, dizziness, large pupils, back- and- forth motion of the eyes, nausea, vomiting, and decreased urine production.

What are the possible side effects of carbamazepine?

If you experience any of the following serious side effects, contact your doctor immediately or seek emergency medical attention:

- an allergic reaction (difficulty breathing; closing of your throat; swelling of your lips, tongue, or face; or hives);
- liver damage (yellowing of the skin or eyes, nausea, abdominal pain or discomfort, severe fatigue);
- chest pain, high blood pressure (headache, flushing), or congestive heart failure (shortness of breath, swelling of ankles);
- numbness or tingling in the hands, feet, arms, or legs;
- body or muscle jerks;
- confusion, slurred speech, or fainting;
- continuing headache, hallucinations, or depression;
- severe nausea or vomiting;
- back- and- forth movements of the eyes;
- blurred or double vision; or
- decreased urination.

- Rarely, carbamazepine may cause serious blood problems. Notify your doctor immediately if you develop any of the following symptoms, which may be early signs of potential blood problems: fever, sore throat, rash, sores in the mouth, easy bruising, or red or purple bruising.

Other, less serious side effects may be more likely to occur. Continue to take carbamazepine and talk to your doctor if you experience

- mild nausea, vomiting, diarrhea, constipation, or decreased appetite;
- dry mouth;
- impotence; or
- joint or muscle aches or pains.

Side effects other than those listed here may also occur. Talk to your doctor about any side effect that seems unusual or that is especially bothersome.

What other drugs will affect carbamazepine?

- Carbamazepine can interact with many other medicines and many medications may affect your condition. Do not take any other prescription or over-the-counter medicines or herbal products without first talking to your doctor or pharmacist.

Where can I get more information?

Your pharmacist has additional information about carbamazepine written for health professionals that you may read.

(c) Cerner Multum 2000. Version: 5.03. Revision date: 7 / 31 / 02.

Medication Safety Questionnaire

Name _____			
Brand: _____	Dose (e.g., mg) and form (e.g., tabs)	When to take each dose?	For how long?
Generic: _____			

1. What is the medication supposed to do?
2. How long before I will know it is working or not working?
3. What about serum (blood) levels? Other laboratory work? How often? Where? Standing order?
4. If the individual misses a dose, what should I do?

.....
INTERACTIONS?

5. Should this medication be taken with food? Yes No
 At least one hour before or two hours after a meal? Yes No
6. Are there any foods, supplements (such as, herbs, vitamins, minerals), drinks (alcoholic, for example), or activities that should be avoided while taking this medication?
 Yes (Which ones?) _____
 No
7. Are there any other prescription or over-the-counter medications that should be avoided?
 Yes (Which ones?) _____
 No

.....
SIDE EFFECTS? IF SO, RESPONSE?

8. What are common side effects?
9. If there are any side effects, what should I do?
10. If the drug is being prescribed for a long period of time, are there any long-term effects?

Appendix 3-D

Errors and Omissions

Date	Time	Medication Involved	Description of what happened (How discovered, effect upon person, sequence of events and individuals)	Who was notified, e.g. Doctor, Administrator, Emergency Services, etc.	Initials

Appendix 3-E

Assisting Individuals with Self-Administration of Tablets, Capsules, and Liquid Medications

SKILL CHECK #1

Directions

Partner with another member of the class. Each partner should have a Skill Check #1 Worksheet. Using the Worksheet, practice all the steps in this skill. Have your partner check off each step you correctly complete (PARTNER CHECK). When you are comfortable that you are able to correctly complete all the steps without using the Worksheet, ask the teacher to complete the Teacher Check.

Reminders for Assisting With Self-Administration

- ▶ **Always** store medication in a locked cabinet and/or refrigerator.
- ▶ **Never** leave medication unattended once it has been removed from the locked storage area.
- ▶ **Always** check for known allergies.
- ▶ **Always** read the medication label carefully and note any warning labels.
- ▶ Assist only with medication from labeled containers.
- ▶ Assist only with medication that you have prepared.

HELPFUL HINT

- ▶ When completing this skill check, remember that you are checking the **Five Rights three times** by reading the medication label and comparing it to the Medication Log.
- ▶ The first check is when you remove the medication from the locked storage area or storage container.
- ▶ The second check is when you remove the medication from its original labeled container.
- ▶ The third check is just before you assist the individual with self-administration.

COMPETENCY: Each student is required to complete Skill Check #1 Worksheet, Assisting Individuals With Self-Administration of Tablets, Capsules, and Liquid Medications, with no errors.

TEACHER

STUDENT

DATE

Appendix 3-E

Assisting Individuals with Self-Administration of Tablets, Capsules, and Liquid Medications

Scenario: The time is 8:00 a.m. The date is the day of the class. The DSP is assisting Jacob Smith with self-administration of medication.

*Please initial each step
when completed correctly*

STEPS	Partner Check	Teacher Check		
		Attempt #1 Date	Attempt #2 Date	Attempt #3 Date
1. Help the individual whom you are assisting to wash his or her hands.				
2. Wash your hands.				
3. Get the Medication Log for the individual you are assisting.				
4. Gather supplies:				
▶ The labeled medication storage unit with the medication containers				
▶ Paper cups for tablets and capsules, plastic calibrated measuring cup, or medication spoon for liquid				
▶ Glass of water				
▶ Tissues				
▶ Pen				
5. As you take each medication container from the individual's storage unit, read the medication label and compare to the Medication Log for the:				
▶ Right individual				
▶ Right medication				
▶ Right dose				
▶ Right time (check the time on your watch or clock)				
▶ Right route				

Appendix 3-E (continued)

Assisting Individuals with Self-Administration of Tablets, Capsules, and Liquid Medications

Please initial each step when completed correctly

STEPS	Teacher Check			
	Partner Check	Attempt #1 Date	Attempt #2 Date	Attempt #3 Date
6. Again, as you prepare the medications, read the medication label and compare to the Medication Log for the:				
▶ Right individual				
▶ Right medication				
▶ Right dose				
▶ Right time (check the time on your watch/clock)				
▶ Right route				
7. For tablets or capsules, pour the correct dose into the lid of the container and then into a small paper cup.				
8. For bubble packs, push tablets/capsules from the bubble pack into a small paper cup.				
9. For liquid medication, pour the correct dose into the plastic measuring cup held at eye level.				
▶ View the medication in the cup on a flat surface.				
▶ Pour away from the medication label to avoid spills.				
▶ If any spills on the bottle, wipe away.				
or				
When using a measuring spoon:				
▶ Locate the marking for the dose.				
▶ Hold the device at eye level and fill to the correct dosage marking.				
▶ Pour away from the medication label to avoid spills.				
▶ If any spills on the bottle, wipe away				

Appendix 3-E (continued)

Assisting Individuals with Self-Administration of Tablets, Capsules, and Liquid Medications

*Please initial each step
when completed correctly*

STEPS	Partner Check	Teacher Check		
		Attempt #1 Date	Attempt #2 Date	Attempt #3 Date
10. Talk with the individual you are assisting about what you are doing and about why he or she is taking each medication.				
11. Again, just before putting the medication within the individual's reach, read the medication label and compare to the Medication Log for the:				
▶ Right individual				
▶ Right medication				
▶ Right dose				
▶ Right time (check the time on your watch/clock)				
▶ Right route				
12. Place the medication within the individual's reach.				
13. Offer a glass of water.				
14. Make sure that the individual takes the medication and drinks water.				
15. Record that the individual took his or her medication by initialing the date and time in the proper box on the Medication Log.				
16. Return the medication containers and bubble pack to the individual's storage unit. As you do so, read the labels to check that the individual's name on the medication container label is the same as the name on the storage unit.				

Certification



This is to certify that

(Name of student)

*correctly completed all of the steps for
Assisting Individuals with Self-Administration of
Tablets, Capsules, and Liquids.*

Teacher Signature

Date

Comments

When Assisting with Self-Administration of Medications, You Must Ensure That:

- The Right person
- Receives the Right medication...
- In the Right dose...
- At the Right time...
- By the Right route...

Medication Log

Facility Name: Molina Family Home

Address: 123 Main Street, Any City, CA 90000

Phone Number: (123) 456-7890

Name: Jacob Smith

Insurance: Medi-Cal Medicare Insurance No. 000111

Drug/Strength/Form/Dose	Hour	Month & Year (MM/YY)																																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
ABC Pharmacy 1017 25 th St., Sacramento, CA Phone 123-456-0789 Fax 123-456-0780 R: 10387 Dr. Diaz Patient: Jacob Smith 6/15/05 Tegretol 400 mg #30 tablets Take 1 tablet orally every AM for seizures (8 am) Expires: 6/02/06 Filled by: BRS Mfg: Many Medications Refills: 2																																		
ABC Pharmacy 1017 25 th St., Sacramento, CA Phone 123-456-0789 Fax 123-456-0780 R: 10484 Dr. Anderson Patient: Jacob Smith 6/04/05 Amoxicillin 250 mg #30 capsules Take 1 tablet orally every 8 hours for 10 days for bronchitis (8 am, 4pm, 12 am) Expires: 7/01/06 Filled by: BRS 1 Mfg: Many Medications Refills: 0																																		
ABC Pharmacy 1017 25 th St., Sacramento, CA Phone: 000-000-0000 Fax: 000-000-0000 Rx: 10484 Dr. Anderson Patient: Jacob Smith 06/04/05 Liquid: TAKE 5ce EVERY SIX HOURS FOR COUGH (2AM, 8AM, 2PM, 8PM) Discard by: 07/01/06 Filled by: BRS QTY: 100CC Refills: 0 RUBYTUSSIN																																		

Primary Care Physician: Dr. Diaz

Pharmacy: ABC Pharmacy

Staff Signatures & Initials: _____ for _____ for _____

notes: • Staff initials date and time medication is taken
 • If medication is taken at another location, use:
 D= Day Program R= Relative or friend's home E= Elsewhere

Allergies: None

