

MEDICATION ADMINISTRATION OBSERVATION WORKSHEET

Staff person observed	Date	Time
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Observer: _____

*Please mark all boxes in which proper medication administration procedures were utilized.
For areas with concern, please use the available space at the end of the form to enter comments.*

GENERAL MEDICATION ADMINISTRATION

- Only proper personnel administering medication
- Infection control methods utilized as required
- Pre-poured medications prepared according to facility policy and state regulation
- Used sanitary technique when handling medications
- Identified resident prior to administration of medications
- Observed each resident's privacy, dignity and treated residents with respect
- Maintained confidentiality of MAR
- Medication container label was checked with MAR
- Medication container labels were check for expiration date
- Observed all pharmacy warning labels (Shake Well, Give with 8 ounces of Water)
- Obtained & recorded BP, pulse, BS, or other data as ordered and used proper technique
- Observed orders to "hold meds" when above data was outside of limits specified
- Administered only those medications ordered
- Administered medications exactly as ordered
- Administered dose exactly as ordered
- Administered medications at scheduled administration time
- Administered before, after, or with meals as prescribed
- Measuring device supplied with product was used only for that product
- Medications administered within one hour of scheduled time of administration
- Observed resident taking medications
- Offered sufficient fluids with medications
- Disposable medication cups were not reused
- Cleaned equipment (pill crusher, etc.) after use
- Maintained security of medications during medication administration
- Charted medications when administered
- Administered PRN medications using proper indication and reason / response
- Documented the following: administration time, refused/held medications, injection sites

