

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 3	Administration of Eye Drops		
Page: 1 of 4	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	<i>Board Chairperson Signature</i>
			<i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 9/6/2024. For Controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site..			
Policy applies to: 6-2-1, 6-2-2, 6-2-3, 6-2-4, 6-2-5, 6-2-6, 6-2-7, 6-2-8, 6-2-9			

DO NOT WRITE IN SHADED AREA ABOVE

Policy

Bay-Arenac Behavioral Health (BABH) is fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values, and Strategic Plan, including the safe use and administration of medications.

Purpose

This policy and procedure is established to ensure appropriate standards and practices are enforced and maintained regarding the administration of medications.

Applicability

- All BABH Staff
 Selected BABH Staff, as follows: Clinical Management, Ancillary Care (RN, LPN, Psych., etc.), and Primary Care (Case Mgmt., SC, OP, ES)
 All Contracted Providers: Policy Only Policy and Procedure
 Selected Contracted Providers, as follows: Community Living Supports/Supported Independent Housing Providers, Residential Providers, Contract Nursing Providers, and Day Program Providers.
 Policy Only Policy and Procedure
 BABH's Affiliates: Policy Only Policy and Procedure
 Other:

Definitions

N/A

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 3	Administration of Eye Drops		
Page: 2 of 4	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	<hr style="border: none; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i> <hr style="border: none; border-top: 1px solid black;"/> <hr style="border: none; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 9/6/2024. For Controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site..			
Policy applies to: 6-2-1, 6-2-2, 6-2-3, 6-2-4, 6-2-5, 6-2-6, 6-2-7, 6-2-8, 6-2-9			

DO NOT WRITE IN SHADED AREA ABOVE

Procedure

To administer eye drops safely, effectively, and efficiently, the following steps must be taken:

1. Check medication administration record/order to see right time and right medications to be given
2. Clean and disinfect work area, if appropriate
3. Wash or disinfect hands
4. Gather all necessary equipment (e.g., Kleenex)
5. Locate the right medication and perform the first of the triple checks (quick review of what and/or how many medications are to be administered)
6. Perform the second of the triple checks which is the in-depth review of the 5 Rights (right medication, dose, route, person, and time) by checking the medication label against the medication administration record and place first initial of first name on medication administration record
7. Perform a safety check of medications (breaks, cracks, chips, discoloration)
8. Lock medication storage area or keep supervised while medications are given
9. Identify that you have the right person (*use 2 unique identifiers*)
10. Explain reason for the medications or any procedure you are doing
11. Provide privacy, if appropriate
12. Apply disposable gloves as appropriate
13. Have person tilt head back, may want to stabilize head for safety
14. Provide 2 tissues, one for each eye to avoid contamination
15. Caution against rubbing eye, pat excess drainage with tissue
16. With index finger, pull lower lid down to form a pocket
17. Place dropper as close to the eye as possible without touching it or any other surface, prevent back flow of medicine
18. Administer one-drop at a time into the pocket of lid (never directly on the eyeball).
Allow the person to blink between drops to avoid overfilling of the pocket (causes medication to run out and lessens the effect, may want to use tissue at this time if needed)
19. Replace cap and secure it
20. Remove gloves and wash or disinfect hands after procedure
21. Perform third check of the triple checks (review medication administered) and place first initial of last name on medication administration record

**BAY-ARENAC BEHAVIORAL HEALTH
POLICIES AND PROCEDURES MANUAL**

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 3	Administration of Eye Drops		
Page: 3 of 4	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 9/6/2024. For Controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site..			
Policy applies to: 6-2-1, 6-2-2, 6-2-3, 6-2-4, 6-2-5, 6-2-6, 6-2-7, 6-2-8, 6-2-9			

DO NOT WRITE IN SHADED AREA ABOVE

22. Observe, report, and record response from person or anything unusual regarding medications just administered

Attachments

N/A

Related Forms

N/A

Related Materials

N/A

References/Legal Authority

Joint Commission

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Bartlett	M. Bartlett	07/25/08	Revision	To ensure language is appropriate to Joint Commission standards and NPSG's.
M. Bartlett	M. Bartlett	08/17/09	No changes	Reviewed only
S. VanParis	J. Kreiner	06/01/15	No Changes	Triennial review
S. VanParis	J. Kreiner	6/7/18	No Changes	Triennial review
S. Van Paris	S. Van Paris	8/31/2021	No Change	Triennial Review
S. VanParis	S. Van Paris	7/31/24	No changes	Triennial Review

**BAY-ARENAC BEHAVIORAL HEALTH
POLICIES AND PROCEDURES MANUAL**

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 3	Administration of Eye Drops		
Page: 4 of 4	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 9/6/2024. For Controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site..			
Policy applies to: 6-2-1, 6-2-2, 6-2-3, 6-2-4, 6-2-5, 6-2-6, 6-2-7, 6-2-8, 6-2-9			

DO NOT WRITE IN SHADED AREA ABOVE