

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 6	Administration of Rectal Suppositories		
Page: 1 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;"/> <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

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Procedure

To administer rectal suppositories safely, effectively, and efficiently, the following steps must be taken:

1. Check medication administration record/order or treatment record 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., medication cup, gloves, lubricating jelly)
5. Locate the right medications 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 or treatment record and place first initial of first name on medication administration record
7. Perform a safety check of medications (breaks, cracks, chips, discoloration)
8. Apply gloves as appropriate
9. Lock medication storage area or keep supervised while medications are given
10. Identify that you have the right person (use 2 unique identifiers)
11. Explain reason for the medications or any procedure you are doing
12. Provide privacy and ensure adequate lighting
13. Have the person remove undergarments and lie on left side with lower leg straightened out and upper leg bent forward toward the stomach. Cover exposed area with towel or sheet. (do not give in sitting position)
14. Remove wrapper if present, complete a visual inspection (safety check)
15. Put on disposable gloves, lubricate suppository, and rectal opening with water-soluble lubricant (e.g., K-Y Jelly)
16. Lift upper buttock to expose rectal area. Encourage person to take several deep breaths to help relax
17. Insert suppository with finger until it passes the anal sphincter of the rectum, about ½ inch in infants and 1 inch in adults (if not inserted past the sphincter, the suppository may expel out)
18. Hold buttocks together for a few seconds
19. Have person remain lying down for about 10-15 minutes to avoid having the suppository come back out

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20. Remove gloves, 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 or treatment record (done only after procedure completed)
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

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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 and NPSG standards.
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	8/31/21	No changes	Triennial review
S. VanParis	S. Van Paris	7/31/24	No changes	Triennial Review