

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 9	Administration of Nose Drops		
Page: 1 of 3	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: 6-1-7, 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			

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Policy

It is the policy of Bay-Arenac Behavioral Health (BABH) to be fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values, and Strategic Plan, to include 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 nose 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 & disinfect work area, if appropriate
3. Wash or disinfect hands
4. Gather all necessary equipment (e.g., Kleenex)
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 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. Check appearance of drops, if cloudy, shake 10 seconds
13. Apply disposable gloves as appropriate
14. Have person blow nose gently
15. Have the person tip their head back while either sitting or lying flat
16. Avoid touching the tip of the medication bottle against the nose or anything else
17. Administer correct amount of drop(s) into correct nostril
18. Encourage person to remain with head tilted back for 3-5 minutes
19. Provide tissue for nasal drainage
20. Clean off, replace cap and secure it
21. Remove gloves and wash or disinfect hands after procedure
22. Perform third check of the triple checks (review medication administered) and place first initial of last name on medication administration record
22. Observe, report and record response from person or anything unusual regarding medications just administered

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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	07/25/2008	Revision	To ensure language is appropriate to Joint Commission and NPSG standards.
M. Bartlett	M. Bartlett	08/17/09	No Changes	Review 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