

Medication Administration Process List

Prepare

Wash the area and your hands.

Look at the medication sheet to identify the medication to administer.

Unlock and remove the medication you are administering.

Administer

Confirm there is an HCP order for the medication you are administering. *

Check 1 - compare the 5 Rights between the pharmacy label and the med sheet. *

Prepare the medication.

Check 2 - compare the 5 Rights between the pharmacy label and the med sheet. *

Give the med.

Look back (silent comparison between pharmacy label and med sheet).

Complete

Document

1. Medication Record
2. Count Book, if needed














Secure the medication

Wash your hands and observe

* During medication administration training and testing, you must verbalize and demonstrate (show) when you

- Confirm the HCP order
- Perform Check 1
- Perform Check 2

Medication Administration Process Visual

WASH Area & Hands 	LOOK FOR Medication Record 	UNLOCK Medication Area 	Prepare
CONFIRM  HCP Order	 1 Pharmacy Label to Medication Sheet	PREPARE 	
 2 Pharmacy Label to Medication Sheet	GIVE 	SILENT Look Back 	Administer
DOCUMENT 1. Medication Sheet 2. Count Sheet, if needed 	LOCK Medication Area 	WASH HANDS  OBSERVE 	
			Complete

2024 The Massachusetts Departments of Public Health, Developmental Services, Mental Health, Children and Families and the Rehabilitation Commission