

Your name Chester Earl

Weekly Medicine Record			Week of <u>August 1, 20xx</u>						
Name of Medicine and Dose	Shape, Size, and Color of Pill	When to Take	Place an X after taking each dose						
			Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1. Digoxin 0.125 mg	Round, 1/4 diameter, white	Daily	X	X	<i>Need refill</i>				
2. Coumadin 3–4 mg	Round, 5/16 diameter, blue	Daily	X	X	X				
3. Furosemide 40 mg (Lasix)	Round, 5/16 diameter, white	Daily (morning)	X	X	X				
4. Nitroglycerin 0.4 mg (transdermal system)	Patch	Daily (12-14 hs)	X	X	X				
5. Monopril 20 mg	Elongated, 3/8 diameter, white	Daily							
6. Oyster shell calcium 1500 mg	Round, 1/2 diameter, gray	Daily (morning)	X	X	X				
7. Potassium (K-Dur 20 mEq tablet SA Sch)	Large 13/16 x 3/16 x 3/16, white	Daily (morning)	X	X	X				
8. Tylenol 650 mg caplets	Caplet	As needed for headache		X					
9. Chlorpheniramine maleate (allergy tablets) 4 mg	Round tablet, 3/16 diameter, yellow	As needed for sleeplessness	X		X				

FIGURE 3-1: Sample medication schedule for the patient's use at home.

THE RIGHT ROUTE AND TECHNIQUE

Knowing where to administer the medication is also important. Most often, medications are given by mouth (PO). Sometimes drugs are given directly into other areas such as the ears, eyes, nose, vagina, or rectum. At other times, drugs are injected into a vein (intravenous [IV]), a muscle (intramuscular [IM]), skin (intra-dermal [ID]), or fat (subcutaneous [SC]). The pharmacist dispensing the medication may not know the patient or his or her special needs. For example, a liquid formulation may be necessary if the drug must be given through a feeding tube. In such cases, you need to alert the person dispensing the medication to your patient's individual needs.

Knowing the proper way to administer a medication by these various routes is important. For example, if an oral medication is given improperly, a patient could aspirate the medication into the lungs, thus causing a possible infection or other adverse reaction. If an injection is given at the wrong depth, angle, or site, possible nerve or bone damage could occur. Written procedure manuals are available for every procedure performed in the agency in which the patient is located. These manuals should be consulted whenever the health-care provider is unsure of the technique required.

Finally, be sure to document all pertinent information and know how to document a patient's chart accurately. Although a medical office can be busy, you must take the time for proper documentation whenever you give a medication. Be sure to document not only the medication but also the time and date of administration, dose, route (including site if injection), lot number of the drug, and expiration date of the drug. In addition, if there any adverse reactions to the medication, make sure to follow your agency procedures for documentation of that reaction.