



How to Administer Medicines

- 1 Be prepared
- 2 Check the identity of the person
- 3 Ask them if they are ready to take their medicines (gain consent)
- 4 Check the MAR
- 5 Check any allergies
- 6 Check the medicine has not already been given
- 7 Select the medicine and check expiry
- 8 Check the label against the MAR (Check the 6 rights)
- 9 Check the back of the MAR for any additional information
- 10 Measure the dose
- 11 Take the medicine to the person
- 12 Make sure they are in an upright position
- 13 Administer the medicine according to the dosage form
- 14 Offer a drink of water with oral medication
- 15 Witness the person taking the medicine
- 16 Record IMMEDIATELY what has been given or declined
- 17 Proceed to next person / medicine



For more information about how to handle medicines safely, contact one of our friendly team:

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