

Section F

Using the Medication Administration Record

Section F

Using the Medication Administration Record (MAR)

Objectives:

At the completion of this section, the student should:

1. Compare and contrast the documentation of routine medication administration and PRN medication administration.
2. Demonstrate the use of the Medication Administration Record (MAR).
3. Identify the three checks between medication label and MAR when administering medications.
4. Describe the action to take when a medication is not administered due to refusal or omission.

Advance Preparation – In General

- Review curriculum
- Add examples or comments
- Make copies of student manual for each student or handouts
- Make copies of the materials for the Medication Administration Record Activity

Supplies

- **Handouts**
 - F-1 – MAR for Jo Burns
 - F-2 – Worksheet for each student
 - F-3 – MAR Worksheet Answers
- Sample or copies of MARs and sample or copies of auxiliary labels from pharmacy

Advance Preparation - Activity:

- Medication Administration Record

Section F – Using the MAR During Medication Administration
Content
<p><input checked="" type="checkbox"/> TEACHING TIP: Use of the MAR</p> <p>Tell Students</p> <ul style="list-style-type: none"> • The MAR used during the training is a sample MAR • There are differences in the MAR forms between facilities but the documentation required for medication administration is the same • Orientation for the Medication Aide at a facility should include documentation of medication administration on the facility’s MAR <p>Demonstrate the use of a MAR and performing the three medication checks with administering medications</p>
<p>The MAR and Medication Administration</p> <ul style="list-style-type: none"> • Always refer to the MAR when administering medications to make sure the right medication is given to the right resident at the right time • Do NOT Ever Give Medications From Memory!!! • The medication aide uses the MAR when preparing and administering medications. Compare the label on the medication container to the order on the MAR three times <ul style="list-style-type: none"> ○ The first check is when selecting or removing the medication from the storage area ○ The second check is before or after opening the medication and pouring the medication ○ The third check is after pouring the medication and before returning the medication container to the storage area or before you give the medications to the resident • Always ask the supervisor, if any information about the medication or about administering the medication differs between the medication label and the MAR • Always double check that the medication prepared is the one that should be given at the designated time as listed on the MAR • The MAR is designed to promote safe and accurate medication administration. • The Medication Aide should always ask the supervisor about anything on the MAR that is not clear, to keep from making medication errors

Section F – Using the MAR During Medication Administration
<ul style="list-style-type: none"> • Remember, If in doubt, ASK • Whenever medications are given, the Medication Aide will need to initial the MAR under the Right TIME and DATE, which is known as Right DOCUMENTATION
<p>The MAR and Special Instructions</p> <ul style="list-style-type: none"> • Many medications have special instructions in addition to the dose, time and route • These instructions are listed on the medication label and may also be on the MAR • If the instructions are unclear, ask supervisor prior to preparing the resident’s medications • Plan accordingly if there are certain things that need to be done before or during medication administration <ul style="list-style-type: none"> ○ Shake the medication well ○ Keep the medication refrigerated ○ Have the resident drink a full glass of water with this medication ○ Have the resident take the medication on an empty stomach or before eating ○ Have the resident take the medication with food ○ Have the resident take the medication after eating ○ Do not take the medication after eating ○ Do not take the medication with certain foods ○ Instruct the resident not to eat or drink 30 minutes after taking the medication ○ Have the resident sit up for ½ hour (30 minutes) after taking the medication ○ Crush the medication and mix it with a food product, such as applesauce or pudding • Some labels include auxiliary labels that include instructions such as do not crush
<p><input checked="" type="checkbox"/> TEACHING TIP: Documentation of Medication Administration on the MAR</p> <p>Demonstrate and review documentation of routine and PRN medications, refusal or omission of medications using the correct forms and process.</p>
<p>General Information for Documenting Administration of Medication on the MAR</p> <ul style="list-style-type: none"> • Sign the MAR only after observing the resident take the medications <ul style="list-style-type: none"> ○ Pre-charting is not permitted and this includes signing the MAR any time prior to the medications being administered ○ The MAR is signed immediately after observing the resident take the medication and prior to the administration of another resident’s medication

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- The MAR has a space where the Medication Aide initials that a dose is given under the correct day and time
 - Place your initials in the box that corresponds with the date and time for the medication given
 - If the medication is given more than once daily, initial in the appropriate box each time
- Resident’s refusals and any omission of a medication must be documented on the MAR
 - Documentation on the MAR is to include the date and time the medication was to be administered, the reason the medication was refused or omitted and the initials of the Medication Aide
 - Often, initials are placed and circled in the appropriate box that corresponds with the date and time for the medication and the other information is provided on the back of the MAR
 - Remember to always follow-up with the supervisor for any refusals or omissions
- Each entry must be clearly recorded accurately and completely
- Use the ink color approved by the facility
- Do not erase or cover errors
- If an error is made in the recording that a medication has been given, follow facility’s policy to correct documentation
- The facility will have a policy for documentation on the MAR, including for refusals and omissions

Documentation of PRN Medications

- Depending upon the adult care home, PRN medications may be recorded on the same MAR or a separate MAR
- A reason must be documented when a PRN medication is administered
 - Record symptoms that resident reports and signs that are seen, such as temperature 101° F
 - For example, write 101° F if Tylenol is given for an elevated temperature
- Follow the facility’s policy regarding documentation of PRN medications
 - Include the amount administered, the time of administration and the reason for administration

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- The reason a PRN medication is to be administered is to be indicated in the order
- Document the effectiveness of the medication when determined
 - The resident will need to be checked on after the PRN is administered to determine the effectiveness of a PRN medication
 - If the PRN medication is reported as not effective, the Medication Aide will need to notify the supervisor and information documented
- If a resident is requesting or requiring administration of a PRN medication on a frequent or routine basis, report this to the supervisor or the physician
- Administer PRN medications when resident needs the medication but they may not be administered more frequently than the physician has ordered
- The need for medication may be based upon resident's request for the medication or observation by staff, i.e., resident exhibiting pain but does not request medications or may not be able to request the medication

Initials and Signatures

- Always initial and sign the signature sheet or the part of the MAR sheets on which initials are to be identified
 - This signature associates the Medication Aide's name to the initials used on the MAR
 - Allows for clear tracking of who gave what medications
 - Important that the Medication Aide initials each sheet of the MAR and writes name on the MAR in the space provided
- Location of the initial/signature is different on different forms, but signature blocks are usually located at the top or bottom of the MAR
 - Some facilities have a signature sheet that is kept in a special place such as the front of the MAR notebook
- **Key point** here is that all adult care homes will have some form for documentation of medications administered and a place for the Medication Aide to identify initials
- The Medication Aide must sign the designated page with initials on it once per sheet, per month, depending upon facility policy
 - For example, if Medication Aide is giving medications to the same set of residents day in and day out and has already signed the MAR, does not have to sign the sheet again
 - When a new sheet is put in the MAR and the Medication Aide is giving medications from it, it must be signed and initialed

Section F – Using the MAR During Medication Administration
Recheck MAR <ul style="list-style-type: none">• When the medication pass is complete, recheck the MAR to make sure all medications have been administered and documented appropriately
<input checked="" type="checkbox"/> ACTIVITY: Medication Administration Record (MAR) <p>Distribute copies of Handout F-1 (Jo Burns’ MAR) and Handout F-2 (the MAR Worksheet) for each student. Walk around room and determine if anyone is having difficulties. Require each student to answer questions on the worksheet and review answers with class upon completion of activity.</p> <p>It should be clear to the student from the MAR:</p> <ul style="list-style-type: none">○ What is to be administered (Right MEDICATION),○ How much is to be administered (Right DOSE),○ Who is to get the medication (Right RESIDENT),○ When the medication is to be administered (Right TIME),○ How the medication is to be administered (Right ROUTE) and lastly, after the medication is administered/held/refused,○ How to document on the MAR (Right DOCUMENTATION)
Proceed to Section G