

# FILLING OUT MEDICATION ADMINISTRATION RECORDS



The ABC's of charting include:

- A. Accurate**
- B. Brief**
- C. Completely objective**

A medical or health record is the collection of all pertinent facts concerning a person's illnesses, treatment, and past medical history. The medical record is an important tool that serves as a basis for planning care, communicating between medical providers and other workers, and providing documentation as to the course of illness, treatment, and response to treatment.

## **A medical record:**

- is confidential! **Never share information** or discuss the individual with anyone not administering care to that individual.
- must have all accounts of the person's condition and care in writing and signed by the person giving care.
- should reflect observed facts, not opinions or judgements.

The Medication Administration Record (MAR) is used to document medications taken by each individual. A MAR includes:

1. A column that lists the names of medications that are prescribed
2. The times and dates the medication is to be taken
3. The initials of the person assisting with the medication
4. A start date should be noted; a stop date is noted when known
5. Identifying information about the individual, including date of birth, allergies, diagnoses, and names of medical providers.

Taking the information from a medical provider's order and transferring them to the MAR is known as "**transcribing**". Sometimes the pharmacy provides completed MARs but if a new medication is started and a pharmacy generated MAR is not available, you will need to transcribe that order onto the MAR. This ensures that others know that a new medication has been prescribed. Changes to the MAR should also be made if the dose of a medication is changed.

## Charting Rules:

Below are the general rules which apply to charting.

1. The medication column should be completed by an authorized person. Make sure you are familiar with the medications listed, doses ordered, and any abbreviations used.
2. After assisting with someone's medications, place your initials below the correct date and opposite the medication that was taken. Do this only after you observe that the person has swallowed the medication or if the medication was applied or otherwise given as directed. Do not initial that a medication was given before it is administered.
3. Your initials and signature must be in an appropriate space on each MAR. Each MAR or set of MARs needs to have your signature and the initials you use to chart when you have given a medication.
4. **Ditto marks are never used.**
5. Never erase or use any kind of liquid eraser. If you make an error in recording, draw a single line through the error, then initial and date that spot.
6. **Record onto the MAR immediately AFTER** you see that the medication was swallowed (if taking an oral medication) by the individual. This is the only way to be sure that you are charting the right medication, giving it to the right person, at the right time, by the right route and that you can be certain that the medication was taken.
7. If a medication is not taken as ordered for any reason, put your initials in the appropriate box, circle the initials, and note the reason on back of the MAR. Notify the appropriate person regarding your actions.
8. If the person **refuses** the medication continue to make attempts to assist the person with taking the medication. However, if you run out of the window of time for taking the medication and the person still refuses, place a circle in the box, write your initials inside this circle, and chart the reason for the refusal in the notes on the back of the MAR. Notify the appropriate person of this refusal. If the medication was set up, you cannot return it to the container; you must dispose of it.

## 1. FILLING OUT THE MEDICATION ADMINISTRATION RECORD

- Filling out the MAR may appear difficult, but it is actually quite simple.
  1. Simply write down the information from the prescription in an organized fashion so that you do not make mistakes or forget to record anything.
  2. Transcription errors are common and can be fatal.
  3. Pay close attention to what the prescription states and how you transcribe it onto the MAR.
  4. If you are unsure of the directions or anything else on a prescription, ask the prescriber or pharmacy to clarify.
- Even if the pharmacy provides a completed MAR, knowing how to fill it out will ensure that you know how to read and follow it correctly plus you may have to add a medication or change a dose on a current medication during that month. You must know how to transcribe an order onto it.
- If you know how to transcribe onto a MAR, you will be better prepared to notice any errors that may be on the MAR.
- If the MAR comes filled out by the pharmacy, you should check the orders you have from the prescriber against what is on the MAR. Pharmacies have been known to make mistakes.

Following are examples of prescriptions and the Medication Administration Record (MAR) that would be filled out based on that prescription. The MAR forms used have larger squares for information than most MARs that you will see. This is for ease of learning. Because of the larger squares, only the first part of a month will be shown.

**When you take your certification test, you will be given information and a prescription similar to the examples shown. You must be able to read and understand the information on the prescription and be able to correctly fill out the MAR. You will not be given assistance with any portion of the test; you must understand this material and be able to fill out the MAR. You must also be able to find mistakes on a MAR to complete another section of your test.**

## Example # 1

You took Joe Smith to see Dr. Davis because of his runny nose and cough. Dr. Davis diagnosed him with bronchitis and allergic rhinitis and has prescribed the following medications. You picked up the prescriptions at 2 pm on January 3<sup>rd</sup>. You first compare the prescription information from the pharmacy with the copy of the prescription given to you by the physician. Then you fill out the MAR and give the first dose of medication. You also note that Joe is allergic to Penicillin.

Davis and Hartman Medical Group, PLLC  
1011 Jackson  
Helena, MT 59601  
406-442-6779

Date: January 3, 2015

Name: Joe Smith

Birthdate: 11/16/58

### Rx:

*Allegra 60 mg*

*Sig: one tablet po BID*

*Disp: 60*

*Refill x 1 year*

*Zithromax 250 mg*

*Sig: two tabs po today, then one tablet po qd until gone*

*Disp: 6*

Signed: Ron Davis, MD

Ron Davis, MD

## 2. THE PRESCRIPTION

Before transcribing onto the MAR, first look at the prescription. Above is an example of the way that prescriptions may look if hand written. You may encounter electronic prescriptions, but they will contain the same information in a slightly different format. All prescriptions should contain:

1. The date the prescription was written
2. The name of the person
3. The birthdate of the person
4. The medication(s) prescribed
  - a. Name of medication
  - b. Dose of medication
  - c. Instructions for taking the medication. Some prescriptions will not signify “po” as the route for taking the medication. Unless some other route is given, assume that the medication is taken by mouth and write that on the MAR.
  - d. The number of pills or amount of medication prescribed or the number of days that the medication is to be taken.
  - e. Refills (if applicable)
5. The signature and name of the physician

You are expected to know the basic abbreviations used on prescriptions and be able to translate and transcribe those to the MAR. The MAR should not have abbreviations on it except for such things as milligrams (mg), grams (g), or micrograms (mcg).

## 3. THE TIMES OF DAY

You must understand when in the day a medication is supposed to be taken according to how it is written on the prescription:

- BID, TID, or QID means that a medication is given twice, three times, or four times a day during the awake hours rather than at exact intervals over 24 hours.
  - BID does not mean 12 hours apart but rather in the morning and in the evening.
  - TID does not mean every 8 hours but rather that three times during the awake hours the medication would be given – in the morning, mid-day, and evening.
  - QID does not mean every 6 hours but rather the medication should be given at approximately equal lengths of time apart 4 times during the normal awake time. This would be during the hours from the normal waking times of 6 or 7 am and the normal going to bed hours which are generally 8 to 10 pm.

- If a medication is written as 2 qd or 3 qd that does not mean one tablet twice daily (BID) or three times daily (TID) but means that 2 tablets are given together once during that day (2 qd) or 3 tablets are given together once during that day (3 qd).
- Medications may be prescribed for every 4 hours or every 6 hours or at other intervals. Unless the prescription indicates that this only refers to when the person is awake which would be written “while awake”, then you will need to awaken that person to give the medication at the correct time.

The most frequently used dosing times for BID, TID, and QID or q am and q pm or hs medications.

Abbreviation	AM	Daytime hours	Daytime hours	PM
BID	6, 7, 8			6, 7, 8
TID	6, 7	12, 1		7, 8
QID	6, 7	11, 12	3, 4	8
q am	6, 7			
q pm				5, 6, 7
q hs				7, 8, 9

The most frequently used dosing times for specific interval hours of administration.

q 6 hrs – or – every 6 hours	6 am, 12 noon, 6 pm, midnight – or – 7 am, 1 pm, 7 pm, 1 am
q 8 hrs – or – every 8 hours	6 am, 2 pm, 10 pm – or – 7 am, 3 pm, 11 pm

**Note: “q” means “every” so “q am” would mean every morning. However, when a medication is ordered for only certain days of the week, then the “q am” more accurately refers to “every morning” or “in the morning” on those days that it is ordered. So “q am twice weekly” would translate to “in the morning twice a week” or “in the morning on Monday and Thursday”, etc.**

The most frequently used schedules for intermittent medication dosing during the week.

2/wk. or 2 x per week – or twice weekly, etc.	Monday and Thursday – or – Tuesday and Friday – or – Wednesday and Saturday or Sunday
3/wk. or 3 x per week – or – 3 times weekly, etc.	Monday, Wednesday and Friday (MWF) – or – Tuesday, Thursday, and Saturday or Sunday (TThS)
4/wk. or 4 x per week – or – 4 times weekly, etc.	Saturday, Sunday, Tuesday, Thursday (SSTTh)

The Provider for whom you work should have these intervals defined so that there is no confusion as to when medications are to be given. This ensures that each employee gives medications at the same times during the day and on the same days of the week as ordered.

## 4. Step-by-step: FILLING OUT THE MAR

Davis and Hartman Medical Group, PLLC  
 1011 Jackson  
 Helena, MT 59601  
 406-442-6779

Date: January 3, 2015

Name: Joe Smith

Birthdate: 11/16/58

**Rx:**

*Allegra 60 mg*

*Sig: one tablet po BID*

*Disp: 60*

*Refill x 1 year*

*Zithromax 250 mg*

*Sig: two tabs po today, then one tablet po qd until gone*

*Disp: 6*

Signed: Ron Davis, MD

Ron Davis, MD

Using the prescription from Example # 1 above, you will start to fill out the MAR in a stepwise fashion.

1. Medication # 1: Allegra, dose = 60 mg. This is written under the “medication” column.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra 60 mg	start											

2. The instructions (or “sig”) are “one tab po bid” – this means: one tablet my mouth twice daily. Those instructions are also transcribed into the first column.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra 60 mg, one tablet by mouth twice daily	start											

3. Next determine the start date. Under the column marked “Jan” for January, you would write 1/3/15 as the start date. This is because:
  - a. the prescription date is January 3<sup>rd</sup>
  - b. you have picked up the medication on the afternoon so there is no reason for the person not to take the first dose of medication on that day
  - c. there are no specific instructions on the prescription that state to start the medication on another day.
4. Fill in the “HR” or hour(s) that the medication is to be taken. For this example, use 7 am and 7 pm.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra 60 mg, one tablet by mouth twice daily	start	7 am										
	1/3/15											
		7 pm										

5. Next, fill in the areas that are blocked off because these are the dates that have passed before the medication was ordered. Since the medication started on January 3, each day prior to that is blocked off with an “X” or lined through to show that the medication was not given on those dates. In this case on January 1 and 2. The “open” dates, with open boxes, start on January 3, in the evening since you picked up the medication on the afternoon of January 3. These open boxes are used for staff to fill in with their initials (IN). Each MAR has a place for staff to write their name and initials so that anyone could determine which staff person gave medications on a specific date.
6. Since no “stop date” was written on the prescription, the medication will be given every day in January and continue during the following months until it is discontinued thus all the boxes after the medication has started are open.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra 60 mg, one tablet by mouth twice daily	start	7 am	X	X	X							
	1/3/15											
		7 pm	X	X								



7. Next, Zithromax. Since this is given in two different ways (2 tablets today, and one tablet daily until gone) you must write the medication and dose in two **separate** boxes.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
<b>Zithromax 250 mg</b>	start											
<b>Zithromax 250 mg</b>												

8. Zithromax has two instructions for dosing: *give two tabs po today, then one tab po qd until gone.*
- Under the first Zithromax line you would write in the first dose which is “2 tablets by mouth today”.
  - On the second Zithromax line you would write the second set of directions which is “1 tablet by mouth daily until gone”.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
<b>Zithromax 250 mg 2 tablets by mouth today, then</b>	start											
<b>Zithromax 250 mg 1 tablet by mouth daily until gone</b>												

9. Next write the start dates:

- a. Since the first set of dosing instructions states “today” you would put 1/3/15 as the start date.
- b. The second set of dosing instructions states “then one tablet daily until gone” which means that you would give the second dose (one tablet) starting on January 4<sup>th</sup>.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax 250 mg 2 tablets by mouth today, then	start											
	<b>1/3/15</b>											
Zithromax 250 mg 1 tablet by mouth daily until gone	start											
	<b>1/4/15</b>											

10. Fill in the hour (HR) or times that the medication would be given:

- a. For the first dose of Zithromax you are going to give it today as instructed. To determine a time, look at the information provided which states that the medication was picked up at 2 pm. Having the person take the medication at 3 pm would be reasonable but waiting until the evening medications are taken at 7 pm is another possibility. In most cases with an antibiotic, you would want that person to have the first dose as soon as possible.
- b. The remaining doses of Zithromax are given daily. This generally means that the medication is generally taken every morning so 7 am is an appropriate time. However, giving it at 3 pm, just as the first dose was given, would not be wrong either.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax 250 mg 2 tablets by mouth today, then	start	<b>3 pm</b>										
	1/3/15											
Zithromax 250 mg 1 tablet by mouth daily until gone	start	<b>7 am</b>										
	1/4/15											

11. Block out the days the medication is not to be taken.

- Zithromax, 2 tablets are taken only on January 3<sup>rd</sup> so all boxes up to and after January 3<sup>rd</sup> are crossed out or have a line drawn through them.
- Zithromax, 1 tablet daily is given “until gone”. Looking at the prescription, you see that 6 tablets were dispensed. 2 tablets were used on the first day so there are 4 tablets remaining which means that the medication is given for 4 more days starting on January 4<sup>th</sup>. All boxes before January 4<sup>th</sup> and after January 7<sup>th</sup> are crossed out.
- Since this medication is given for a short time you can also put in a stop date if desired.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax 250 mg 2 tablets by mouth today	start	3 pm	X	X		X	X	X	X	X	X	X
	1/3/15											
Zithromax 250 mg 1 tablet by mouth daily until gone	start	7 am	X	X	X					X	X	X
	1/4/15											
	stop											
	1/7/15											

Another possible way to fill out a MAR such as this when Zithromax, or any drug, is given for only a certain number of days (4 more days in this case) would be to place a number (1 through 4 for this prescription) beneath the open boxes. This can act as a double check when giving a medication for a limited number of days.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax 250 mg 2 tablets by mouth today	start	3 pm	X	X		X	X	X	X	X	X	X
	1/3/15											
Zithromax 250 mg 1 tablet by mouth daily until gone	start	7 am	X	X	X					X	X	X
	1/4/15					1	2	3	4			
	stop											
	1/7/15											

Below is the complete MAR for the two medications prescribed on January 3 and shows that the first dose of Zithromax was given by George Peters. The MAR also contains the diagnoses and allergies as well as name of the client and physician.

### Medication Administration Record

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra 60 mg, one tablet by mouth twice daily	start	7 am	X	X	X							
	1/3/15											
		7 pm	X	X								
Zithromax 250 mg 2 tablets by mouth today	start	3 pm	X	X	gp	X	X	X	X	X	X	X
	1/3/15											
Zithromax 250 mg 1 tablet by mouth daily until gone	start	7 am	X	X	X					X	X	X
	1/4/15					1	2	3	4			
	stop											
	1/7/15											

Diagnosis: **allergic rhinitis, bronchitis**

Allergies:			IN	Name:	IN	Name:
	Penicillin		NR	Noel Ranger	HT	Hillary Thomas
Name: John Smith DOB: 11/16/58	Physician: Ron Davis	Phone # 442-6779	gp	George Peters		

**Example # 2:**

Carol is having problems with constipation so when she sees Dr. Davis on Monday afternoon for a regular follow up appointment, you inform him of this problem. He writes a new prescription for her. After you pick up the prescription, you fill out the MAR using the information provided, making sure the prescription and pharmacy information matches. Carol has no allergies.

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**1011 Jackson, Helena, MT 59604**  
**406-442-6779**

Date: March 2, 2015

Name: *Carol Potter*

Birthdate: 4/10/85

**Rx:**

*MiraLax 17 grams mixed with 8 oz fluid*

*Sig: give po q am twice weekly*

*Disp: one month supply*

*Refill x 11*

Signed: *Ron Davis, MD*  
 Ron Davis, MD

1. Start with the medication “MiraLax”
  - a. This time the instructions state that it is mixed with fluid, so those instructions must be added to the MAR also.

Medication	March	HR	1	2	3	4	5	6	7	8	9	10
<b>MiraLax 17 grams mixed with 8 ounces of fluid</b>	start											

2. Next, it states to “give po” which translates into taking orally or by mouth so write that on the MAR.
3. Add how often/when it is to be taken:
  - a. q am or “every morning” or more accurately in this case “in the morning” (on the two days a week it is given) so you could use 7 am
  - b. twice weekly or twice a week

Medication	March	HR	1	2	3	4	5	6	7	8	9	10
MiraLax 17 grams mixed with 8 ounces of fluid by mouth every morning twice a week	start											

4. Next you need to figure out the start date and which days of the week it is taken.
  - a. The information provided states that it is "Monday"
  - b. The medication is to be taken in the morning so that means it cannot be taken today but would wait until tomorrow morning, Tuesday.
  - c. It is to be taken twice a week so if it starts on Tuesday, taking it on Tuesday and Friday would be reasonable.
  - d. From the prescription which was written on March 2<sup>nd</sup> (and which you were told is Monday), you would then know that Tuesday is March 3<sup>rd</sup> therefore, you would "X" out the boxes prior to that date and then "X" out every box that is not a Tuesday or a Friday. You can also write M,T,W, etc. below the date on the top line to help keep it straight as to the day of week the medication is taken. In cases such as this it is ok to put abbreviations for the day of the week as it is simply a reminder.

Medication	March	HR	1	2	3	4	5	6	7	8	9	10
MiraLax 17 grams mixed with 8 ounces of fluid by mouth every morning twice a week	start	7am	S X	M X	T	W X	Th X	F	S X	S X	M X	T
	3/3/15											

**After filling in the diagnosis and the allergies, the completed MAR would appear as below.**

Medication	March	HR	1	2	3	4	5	6	7	8	9	10
MiraLax 17 grams mixed with 8 ounces of fluid by mouth every morning twice a week	start	7am	S X	M X	T	W X	Th X	F	S X	S X	M X	T
	3/3/15											

Diagnosis: **constipation**

Allergies: <b>None</b>			IN	Name:	IN	Name:
Name:	Physician:	Phone #	NR	Noel Ranger	HT	Hillary Thomas
Carol Potter	Ron Davis	442-6779	gp	George Peters		
DOB: 4/10/85						

**Example # 3:**

Brian was seen by Dr. Davis for follow up of his atrial fibrillation. Brian’s protime/INR result show that an adjustment in his dose of warfarin is required. A protime or INR is a blood test which monitors the amount of warfarin that someone requires. His current dose is 3 mg daily. To fill out the MAR you will need to know that February 6<sup>th</sup> is a Wednesday. You pick up the prescription at 4 pm and fill out the MAR. Brian has allergies to shellfish and Penicillin.

Davis and Hartman Medical Group, PLLC  
 1011 Jackson, Helena, MT 59604  
 406-442-6779

February 5, 2015

Name: *Brian Hunter*

DOB: 1/3/40

**Rx:**

*Dose change:*

*Warfarin 1 mg*

*Sig: 2 tabs po q 2 pm M, W, F and 3 tabs q 2 pm S, S, T, Th for atrial fibrillation*

*Start tomorrow.*

*Disp: one month supply*

*Refill x 11*

Signed: *Ron Davis, MD*

Ron Davis, MD

1. Since this is a dose change, you must first cross out the remaining days on the current MAR. The warfarin is currently being taken by Brian at 3 mg (or three 1 mg tablets) daily and the days that he has taken it are already initialed. Since the medication was picked up at 4 pm and it is to start “tomorrow”, today’s dose has already been taken. Since there is a new dose starting on the 6<sup>th</sup>, all boxes after today are crossed out and a stop date (the date the last dose was taken) is added.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
<b>Warfarin 1 mg 3 tablets by mouth daily</b>	start	2 pm	nr	nr	nr	nr	nr	X	X	X	X	X	X	X
	8/4/07													
	stop													
	2/5/15													

2. Next you look at the new instructions for giving warfarin. There are two different doses for the same drug, so you will need to use two separate medication lines.
  - a. The first instruction is: *2 tablets po q M,W,F*. This means that two 1 mg tablets are to be taken each week on Monday, Wednesday, and Friday.
  - b. The prescription was written on February 5<sup>th</sup> with instructions to start the new dosing schedule “tomorrow” which would be February 6<sup>th</sup>. You were also told that the 6<sup>th</sup> is a Wednesday therefore you know that the two 1 mg tablets start on the 6<sup>th</sup> and would also be taken on the 8<sup>th</sup>, and 11<sup>th</sup>.
  - c. This dose of medication is not given on Saturday, Sunday, Tuesday, or Thursday so those days which correspond to February 7, 9, 10, and 12 are crossed out.
  - d. 2 pm was written on the prescription as the time.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
Warfarin 1 mg, 2 tablets by mouth on Monday, Wednesday and Friday	start	2 pm	X	X	X	X	X		X		X	X		X
	2/6/15													

3. It may be easier to fill out and read the MAR when a medication is given on specific days of the week by writing the day of the week beneath the date. These notations can be abbreviated. For example:

Medication	February	HR	1	2	3	4	5	6 W	7 Th	8 F	9 S	10 S	11 M	12 T
Warfarin 1 mg, 2 tablets by mouth on Monday, Wednesday and Friday	start	2 pm	X	X	X	X	X		X		X	X		X
	2/6/15													



4. Next look at the second set of instructions:
  - a. *3 tablets po q S,S,T,Th* which means to take three 1 mg tablets on Saturday, Sunday, Tuesday, and Thursday each week.
  - b. The start date for this dosing schedule would be February 7<sup>th</sup>.
  - c. All dates prior to starting this dosing schedule, i.e. February 1 through 6 would be X'd or lined out. Also Friday and Monday (the 8<sup>th</sup> and 11<sup>th</sup>) would be X'd out as those are the days that 2 tablets are taken.

Medication	February	HR	1	2	3	4	5	6 W	7 Th	8 F	9 S	10 S	11 M	12 T
Warfarin 1 mg, 2 tablets by mouth on Monday, Wednesday and Friday	start	2 pm	X	X	X	X	X		X		X	X		X
	2/6/15													
<b>Warfarin 1 mg, 3 tablets by mouth on Saturday, Sunday, Tuesday, and Thursday</b>	start	2 pm	X	X	X	X	X	X		X			X	
	2/7/15													

5. From the information provided, you know that the diagnosis is atrial fibrillation so make sure that is written in the appropriate spot. You were also given Brian's allergies which should be written in the allergy section of the MAR.

**The completed MAR would appear as follows:**

Medication	Feb	HR	1	2	3	4	5	6 W	7 Th	8 F	9 S	10 S	11 M	12 T
Warfarin 1 mg 3 tablets by mouth daily	start	2 pm	nr	nr	nr	nr	nr	X	X	X	X	X	X	X
	8/4/07													
	stop													
Warfarin 1 mg, 2 tablets by mouth on Monday, Wednesday and Friday	start	2 pm	X	X	X	X	X		X		X	X		X
	2/6/15													
Warfarin 1 mg, 3 tablets by mouth on Saturday, Sunday, Tuesday, and Thursday	start	2 pm	X	X	X	X	X	X		X			X	
	2/7/15													

Diagnosis: **atrial fibrillation**

Allergies:	Shellfish, penicillin	IN	Name:	IN	Name:
<b>Brian Hunter</b>	<b>Dr Ron Davis</b>	nr	Nan Rogers	TJ	Tim Jacobs
<b>DOB: 1/3/40</b>	<b>Phone: 442-6779</b>	CP	Carol Peters		

**Example # 4:**

Caleb Harris has seizures. He saw Dr. Davis on the afternoon of February 1<sup>st</sup> and was prescribed a new medication, Depakote. You pick up the medication. When you get to the group home, you first compare the medication you picked up to your copy of the prescription to make sure they match. You then transcribe the new medication onto the MAR. Caleb is allergic to Tegretol and Penicillin.

<p><b>Davis and Hartman Medical Group, PLLC</b>  <b>1011 Jackson, Helena, MT 59604</b>  <b>406-442-6779</b></p>
<p>Date: February 1, 2015          Name: <i>Caleb Harris</i>          Birthdate: 4/10/82</p>
<p><b>Rx:</b>  <i>Depakote 500 mg</i>  <i>Sig: one tab po q am for 1 week, then BID</i>  <i>Disp: one month supply</i>  <i>Refill x 11</i></p>
<p>Signed: <u><i>Ron Davis, MD</i></u>          Ron Davis, MD</p>

Once again, there is one medication but two dosing schedules, so you will need to write out the medication information twice.

1. Start by writing out the medication name on each of two lines.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
<b>Depakote 500 mg</b>	start													
<b>Depakote 500 mg</b>	start													

2. Then write out each set of directions. Remember to always write out the route for the medication as well as how often it is taken in one day and how long the medication should be taken before stopping it. If there is no indication of a stop date such as the prescription stating: “for 1 week”, then assume the medication is to be taken indefinitely or at least until a new order is received.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
Depakote 500 mg <b>1 tablet by mouth every morning for one week, then</b>	start													
Depakote 500 mg <b>1 tablet by mouth twice daily</b>	start													

3. Next determine the start date for each dose.
- Since for the first week, it is to be given in the morning only, you would start the following day – February 2<sup>nd</sup> as the appointment was on the afternoon of February 1<sup>st</sup>.
  - The twice daily dosing starts one week (7 days) later so the starting date would be February 9<sup>th</sup>.
  - Also write in the hour that it is to be given. Every morning is usually at 6, 7, or 8 am. BID is 6 & 6, 7 & 7, 8 & 8, or combinations of these times. For this example, we will use 7 am and 8 pm.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
Depakote 500 mg 1 tablet by mouth every morning for one week, then	start	<b>7 am</b>												
	<b>2/2/15</b>													
Depakote 500 mg 1 tablet by mouth twice daily	start	<b>7 am</b>												
	<b>2/9/15</b>													
		<b>8 pm</b>												

4. Now “X” or line out the days prior to the start date for each dosing schedule and also “X” or line out the days following the one week of the medication is taken in the morning only. You can also put in a stop date for the once daily dose.

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
Depakote 500 mg 1 tablet by mouth every morning for one week, then	start	7 am	X								X	X	X	X
	2/2/15													
	stop													
	2/8/15													
Depakote 500 mg 1 tablet by mouth twice daily	start	7 am	X	X	X	X	X	X	X	X				
	2/9/15													
		8 pm	X	X	X	X	X	X	X	X				

The completed MAR would appear as below:

Medication	February	HR	1	2	3	4	5	6	7	8	9	10	11	12
Depakote 500 mg 1 tablet by mouth every morning for one week, then	start	7 am	X								X	X	X	X
	2/2/15													
	stop													
	2/8/15													
Depakote 500 mg 1 tablet by mouth twice daily	start	7 am	X	X	X	X	X	X	X	X				
	2/9/15													
		8 pm	X	X	X	X	X	X	X	X				

Diagnosis: **seizures**

Allergies:	<b>Shellfish, penicillin</b>	IN	Name:	IN	Name:
<b>Caleb Harris</b>	<b>Dr Ron Davis</b>	nr	Nan Rogers	TJ	Tim Jacobs
<b>DOB: 4/10/82</b>	<b>Phone: 442-6779</b>	CP	Carol Peters		

# Giving or Applying Medication

- A. The person giving or applying a medication should know and consider the following:
  - Why the medication is being given and the expected result
  - Potential side-effects and precautions to take
- B. The Seven Rights of Medication Delivery must be followed for every medication that is given:
  1. Right Individual or Person
  2. Right Medication
  3. Right Dose
  4. Right Time and Date
  5. Right Route
  6. Right Position
  7. Right Form (meaning consistency, texture such as crushed, mixed with food)
- C. Stay with the person until the medication is taken and make sure that it is swallowed (if an oral medication). **You cannot document that a medication was taken unless you see that it was swallowed or applied, etc.**
- D. Medications are to be given and documented by the person who prepared the dose(s).
  - NEVER given any medication set up by another person
  - Give ONLY medications you personally have set up
- E. Give medications only from containers:
  - that have an intact pharmacy label if it is a prescription drug
  - that have a manufacturer's intact label if it is a non-prescription drug

# The First 8 Steps for Medication Administration

These apply to all medications regardless of the route given and must be done EVERY TIME for EVERY MEDICATION.

1. Wash hands
2. Start at the beginning of the medication administration record (MAR) and review, checking for the following:
  - a. Individual's name
  - b. All medications ordered
  - c. Medications to be given now
  - d. Confirm that the previous dose was given
  - e. Confirm that the dose for this time has not yet been given
  - f. Any allergies
  - g. Special instructions for giving the medication
3. Read the MAR to confirm the entire drug name (including strength) and the dose (amount) of medication you will be assisting with at this time.
4. Get the medication from the secure storage area.
5. Read the **entire** label carefully including the expiration date and special instructions. Make sure the description of the drug matches the drug inside the container.
6. **The first check of the MAR to drug label:**
  - a. Place the medication container beside the name of the drug on the MAR
  - b. Make sure the container and the MAR match exactly
  - c. Confirm the first 5 Rights (Person, Medication, Dose, Time, Route)
7. **The second check of the MAR to label is a repeat of the first check:**
  - a. Place the medication container beside the name of the drug on the MAR
  - b. Make sure the container and the MAR match exactly
  - c. Confirm the first 5 Rights (Person, Medication, Dose, Time, Route)
8. **If they do not match, do not give the medication until there is clarification** from a healthcare record or healthcare professional regarding the medication. If they do match, go to the instructions for giving medications according to the type of medication or route taken.

## Use of the optional “dot system”

The “dot system” provides a means of **tracking medications as they are prepared** and assists with documentation after administration. The use of the “dot system” is an optional addition to the steps for administering medications.

The use of the “dot” is an additional step following the 3<sup>rd</sup> MAR check during preparation of medications. To use the “dot system”:

- When you complete the **3<sup>rd</sup> MAR check**, a “dot” is placed in the space on the MAR where you will initial to document the administration of the medication after the client has swallowed it or it has otherwise been given, applied, etc.
- The “dot” indicates that all 3 MAR checks have been done and that the medication is ready for giving.

**Using the dot system as part of the 3<sup>rd</sup> MAR check:**

1. The **third check** is done for each medication as it is placed in the cup for oral medications and while making sure you have the right medication for other forms of medications.
  - a. Check the medication label against the MAR
  - b. Check the amount of medication in the cup to make sure it matches the label and the MAR

**2. Mark a dot in the space on the MAR where you will document the administration of the medication after having given it.**

Medication	start	August	1	2	3	4	5	6	7	8	9	10	11	12	13
Lisinopril 10 mg one tablet by mouth daily	6/1/17	8 am	jk	jk	jk	jk	.								
							↑								

The “dot” is a visual assist in identification of the prepared and administered medications.

3. **Following the administration of the medication(s), you will then place your initials in the space for that specific medication** which documents that you have given the right medication, right dose, to the right individual at the right time using the right route with the person in the right position and the right consistency (if indicated).

Medication	start	August	1	2	3	4	5	6	7	8	9	10	11	12	13
Lisinopril 10 mg one tablet by mouth daily	6/1/17	8 am	jk	jk	jk	jk	NR								

4. If the medication was prepared, but not given, you would document this by initialing the MAR, circling your initials, and writing an explanation on the back of the MAR. You would also write an incident report.
5. It is **NEVER appropriate** to place your initials on the MAR **before** the medication has been administered (and if an oral medication, you have seen that it was swallowed). **Documentation of medication administration that has not yet been given not only compromises the safety of the individual, but it is also falsification of a legal document which is a prosecutable offense.**