

SCDDSN Employee Checklist - Nasal Spray Medication

Employee:						
✓	off time	Consumer Initials	Reviewer	Credential	Date	
1						
2						
3						
SCORING: If the employee completes the task independently (without verbal prompts or manual assistance), place a 'Y' in the check off results column for YES. If the employee does not complete the task or requires verbal or manual guidance, place a 'N' in the check off results column for NO. An employee is not considered competent in administration of ear drop medications unless all items are rated as 'YES'.						
Does the employee complete all of the following steps independently?						
Item				✓ off time		
FOR NASAL SPRAY MEDICATIONS				1	2	3
Preparation:						
Identifies when medications need to be reordered and notifies appropriate person OR a system is in place to support the employee in re-ordering medication						
Confirms the identity of consumer using at least 2 methods of identification						
Locates Medication Administration Record (MAR) and pen						
Washes hands						
Identifies and removes correct nasal spray medication from locked medication supply comparing the label with MAR – 1st Medication Check						
Identifies the purpose of the nasal spray						
Identifies the most common side effects of the nasal spray						
Identifies who to contact if problems with the medication occur						
Identifies correct site for application of nasal spray						
Administering the medication:						
Prepares consumer for application (e.g. has consumer clear his/her nose by blowing gently into a tissue)						
Rechecks that the medication selected is correct – 2nd Medication Check						
Puts on clean procedure gloves						
Gently shakes the medication container to mix the medication						
Rechecks label of medication to ensure medication is correct – 3rd Medication Check						
Removes the cap or cover of the medication container						
If pump bottle spray - Makes sure the pump is delivering a fine mist by squirting the pump into the air until a fine mist is obtained						
Instructs the consumer to keep head upright. NOTE: Some nasal medications may require alternate head positioning						
Asks consumer to exhale while closing off nostril with your finger on side of nose not receiving medication						
Gently inserts the nasal spray bottle tip into designated nostril						
Instructs consumer to breathe in (inhale) quickly through nose and at same time squeezes the nasal spray bottle						
Repeat above procedure in other nostril if indicated per orders.						
Instructs consumer not to blow nose for several minutes.						
Replaces and tightens the cap on medication container						
Removes and disposes of gloves						
Washes hands						

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Documents the medication administered on the MAR			
Returns medication to the appropriate locked storage area			
Clean up:			
Wipes off counter			
Returns MAR to proper location			
Washes hands			

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date: _____

SAMPLE