

# Industry Insights

## Thank you to All Approved Medication Administration Personnel (AMAP)

### *An Overlooked and Under-Appreciated Role in the Health of Your Residents*

Approved Medication Administration Personnel (AMAP) play a critical role in meeting the health needs of your residents with intellectual/developmental disabilities. First, we would love to start off by saying thank you to all the AMAPs. It can be a challenging and thankless job in the id/dd community.

The role of an AMAP in the state of New York requires certification and is highly regulated. Medication Administration is assisting a person in the ingestion, application, or inhalation of medications, including both prescription and non-prescription drugs, or using universal precautions for rectal or vaginal insertion of medication according to the printed directions by a physician or other authorized health care practitioner.

On the next page, you will find the NEW 2023 AMAP Administering Meds Checklist. Please feel free to print, duplicate and keep on hand for your staff to use and scan into their MARs.

Checklists are very powerful tools because by having a checklist you can complete repetitive tasks more quickly, efficiently, and with fewer mistakes. This gives you and your staff more productive time instead of putting out fires.

***Ensuring the right patient, gets the right medication, at the right time...every time.***



**Expect More. Worry Less.**

# AMAP Medication Administering Check List

## PREPARATION:

Wash hands, (use an alcohol base hand sanitizer if a sink is not available)

## ASSEMBLE EQUIPMENT:

- MAR, B/P Cuff, Stethoscope (if needed), Gloves, Medication Cups, Drinking Water, Cups for Water, Applesauce or Pudding (if needed), Spoons, Paper Towels, Tissues, Plastic Calibrated Medicine Cup for liquids.
- Wash hands again prior to giving medication.
- Work alone to prevent distractions or interruptions
- Review each MAR for date, individuals name, allergies, and medication orders.

## ADMINISTERING:

- Review the MAR and read the entire medication order before administering, make sure you understand it
- If there is something not clear in the order, call the RN.
- Note the hour and date boxes to ensure the medication is being administered at the correct time and that it had not been administered yet.

## Reminders:

Med Room keys are locked or retained by the AMAP staff at all times.

Medication can be administered an hour before and up to an hour after the designated time.

Narcotics are double locked, and counted by two people at the start and end of shift.

## The 6 Rights

**Time • Route • Amount • Medication • Person • Document & Sign**

## RULE OF THREE: *Triple check when administering medications.*

- **FIRST CHECK:** Remove the individual's medication from the locked medication cabinet. With the individual's MAR in view, locate the medication that is labeled with the individual's name. Select the correct medication then **COMPARE AND MATCH** the MAR to the pharmacy label using **THE 6 RIGHTS** before pulling the medication from the cabinet. If these do not match do not give the medication, but call the RN.
- **SECOND CHECK:** Prepare the medication again by **COMPARING AND MATCHING** the MAR to the pharmacy label using **THE 6 RIGHTS**, before pouring the medication. Date and initial appropriate bubbles on the blister pack. Document controlled substances immediately on the Narcotic Count Sheet. **\*\*\* Check the expiration date as well. Never administer expired meds.**
- **THIRD CHECK:** Before returning the medication to the locked medication cabinet recheck by **COMPARING AND MATCHING** the MAR to the pharmacy label using **THE 6 RIGHTS** assuring they match exactly.
- **Locate and identify the individual.** If unfamiliar with the individual confirm identity by checking their photo ID and or asking another staff member. Explain the procedure, Check B/P, Pulse etc. as indicated, administer medication and water. Remain with the individual until medication is taken.

## RECORDING AND CLEAN UP:

- After administering the medication sign your initials in the correct box(es) on the Mar.
- Document medication refused, or prn medications administered as indicated on MAR.
- Notify Nursing when indicated.
- Discard used medication cup and leave area clean.

# Because, It's the Right Thing to DO!