

MEDICATION RECORD FORM INSTRUCTIONS

Keep a monthly record for each resident who takes medications. Remember, the same person who prepares a medication is responsible for giving it to the resident and monitoring its use.

1. Fill in: resident's name, current month, allergies, and resident's weight, blood pressure, and heart rate at start of month. If more than one sheet is used per month, put page number and number of pages in top left hand corner. For example, "Page 1 of 2"
2. In the "Medication" column, write name of medication, strength, and dose of medication. For example, "Mellaril 100 mg, 1 tab 3x."
3. In "Hour" (Hr) column, write times the medication is to be taken.
4. For example, "9 a.m., 2 p.m., 7 p.m."
5. Put your initials in the column for the date and hour a medication is given to a resident. If a resident is not at home or does not take a medication, circle your initials and make a short notation in "comments" section. For example, "Not at home", "Vomiting", "Refused". (Make a complete explanation in resident's progress notes and/or medication record sheet.)
6. On "Staff" line, provide full names that match the initials in the boxes – whoever has initialed should also sign.

