*Skill Checklists for Taylor's Clinical Nursing Skills.*
*A Nursing Process Approach, 5th edition*

Name _____ Date _____

Unit _____ Position _____

Instructor/Evaluator: _____ Position _____

SKILL 5-19

## Administering a Nasal Spray

**Goal**: The medication is administered successfully into the nose and the patient experiences the intended effect of the medication.

| Excellent | Satisfactory | Needs Practice | | Comments |
|---|---|---|---|---|
| ____ | ____ | ____ | 1. Gather equipment. Check medication order against the original order in the health record, according to facility policy. Clarify any inconsistencies. Check the patient's health record for allergies. | |
| ____ | ____ | ____ | 2. Know the actions, special nursing considerations, safe dose ranges, purpose of administration, and adverse effects of the medication to be administered. Consider the appropriateness of the medication for this patient. | |
| ____ | ____ | ____ | 3. Perform hand hygiene. | |
| ____ | ____ | ____ | 4. Move the medication supply system to the outside of the patient's room or prepare for administration at the medication supply system in the medication area. Alternatively, access the medication administration supply system at or inside the patient's room. | |
| ____ | ____ | ____ | 5. Unlock the medication supply system or drawer. Enter pass code and scan employee identification, if required. | |
| ____ | ____ | ____ | 6. ***Prepare medications for one patient at a time.*** | |
| ____ | ____ | ____ | 7. Read the eMAR/MAR and select the proper medication from the patient's medication drawer or medication supply system. | |
| ____ | ____ | ____ | 8. Compare the label with the eMAR/MAR. Check expiration dates and perform calculations, if necessary. Scan the bar code on the package, if required. | |
| ____ | ____ | ____ | 9. ***Depending on facility policy, the third check of the label may occur at this point. If so, when all medications for one patient have been prepared, recheck the labels with the eMAR/MAR before taking the medications to the patient. However, many facilities require the third check to occur at the bedside, after identifying the patient.*** | |
| ____ | ____ | ____ | 10. ***Lock the medication supply system before leaving it.*** | |
| ____ | ____ | ____ | 11. Transport medications to the patient's bedside carefully, and keep the medications in sight at all times. | |
| ____ | ____ | ____ | 12. ***Ensure that the patient receives the medications at the correct time.*** | |
| ____ | ____ | ____ | 13. Perform hand hygiene and put on PPE, if indicated. | |

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## Administering a Nasal Spray *(Continued)*

| Excellent | Satisfactory | Needs Practice | | Comments |
|---|---|---|---|---|
| ____ | ____ | ____ | 14. ***Identify the patient. Compare the information with the eMAR/MAR. The patient should be identified using at least two of the following methods*** (The Joint Commission, 2018): | |
| ____ | ____ | ____ | a. Check the name on the patient's identification band. | |
| ____ | ____ | ____ | b. Check the identification number on the patient's identification band. | |
| ____ | ____ | ____ | c. Check the birth date on the patient's identification band. | |
| ____ | ____ | ____ | d. Ask the patient to state his or her name and birth date, based on facility policy. | |
| ____ | ____ | ____ | 15. ***Complete necessary assessments before administering medications. Check the patient's allergy bracelet or ask the patient about allergies. Explain the purpose and action of each medication to the patient.*** | |
| ____ | ____ | ____ | 16. Scan the patient's bar code on the identification band, if required. | |
| ____ | ____ | ____ | 17. ***Based on facility policy, the third check of the label may occur at this point. If so, recheck the labels with the eMAR/MAR before administering the medications to the patient.*** | |
| ____ | ____ | ____ | 18. Put on gloves. | |
| ____ | ____ | ____ | 19. Provide patient with paper tissues and ask the patient to blow his or her nose. | |
| ____ | ____ | ____ | 20. Have the patient sit up with head tilted back. ***Tilting the patient's head should be avoided if the patient has a cervical spine injury or other condition resulting in limited range of notion.*** | |
| ____ | ____ | ____ | 21. Instruct the patient that it is necessary to inhale gently through the nose as the spray is being administered or not to inhale gently as the spray is being administered. Your instruction to the patient will depend on the medication being administered. Consult the manufacturer's instructions for each medication. | |
| ____ | ____ | ____ | 22. Agitate the bottle gently, if required for specific medication. Insert the tip of the nosepiece of the bottle into one nostril. Close the opposite nostril with a finger. Instruct the patient to breathe in gently through the nostril, if required. Compress or activate the bottle to release one spray at the same time the patient breathes in. | |

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## Administering a Nasal Spray *(Continued)*

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|---|---|---|---|---|
| ____ | ____ | ____ | 23. Keep the medication container compressed and remove it from the nostril. Release the container from the compressed state. Do not allow the container to return to its original position until it is removed from the patient's nose. | |
| ____ | ____ | ____ | 24. Have the patient hold his or her breath for a few seconds, and then breathe out slowly through the mouth. Repeat in the other nostril, as prescribed or indicated. | |
| ____ | ____ | ____ | 25. Wipe the outside of the bottle nose piece with a clean, dry tissue or cloth and replace the cap. Instruct the patient to avoid blowing his or her nose for 5 to 10 minutes, depending on the medication. | |
| ____ | ____ | ____ | 26. Remove gloves. Assist the patient to a comfortable position. | |
| ____ | ____ | ____ | 27. Remove additional PPE, if used. Perform hand hygiene. | |
| ____ | ____ | ____ | 28. Document the administration of the medication immediately after administration. | |
| ____ | ____ | ____ | 29. Evaluate the patient's response to the procedure and medication within an appropriate time frame. | |

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