

MANUAL TITLE:	MAC Rx Pharmacy Policies and Procedures Manual
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IIB4: NASAL ADMINISTRATION

Purpose

To administer nasal medications in a safe, accurate, and effective manner.

Equipment Required

- A. Inhalation or spray medication (refrigerated item if necessary).
- B. Tissues or gauze.
- C. Examination gloves.
- D. Barrier (e.g., disposable tray or plastic cup).
- E. Facility-approved hand sanitizer.
- F. Medication Administration Record (MAR).
- G. Waste receptacle.
- H. Drug reference (available in facility).

Procedures

For general guidelines on medication administration, refer to IIA1: EQUIPMENT AND SUPPLIES FOR ADMINISTERING MEDICATIONS and IIA2 MEDICATION ADMINISTRATION-GENERAL GUIDELINES.

NASAL SPRAY/PUMP/INHALER

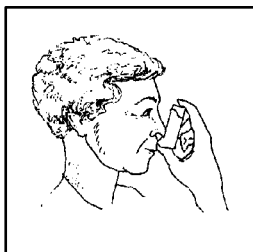
- A. Put on examination gloves.
- B. **If needed** (check package insert): Gently shake bottle.
- C. Remove the cap and place it on the barrier or a clean dry surface.
- D. **If needed** (check package insert): Prime the pump by holding the bottle upright and away from the resident while spraying into the air.
- E. If possible, have the resident gently blow their nose to remove excess mucous.
- F. Hold the pump or spray bottle with your thumb on the bottom and your index and middle fingers on either side of the spray tip. For inhalers, hold the inhaler with thumb on bottom and index finger on top.
- G. Resident should be sitting up, if possible. Instruct the resident to hold head in an upright position, slightly tilted forward.
- H. Use finger of other hand to close the nostril that is not receiving medication by gently pressing the side of the nostril.
- I. Keep the bottle upright and insert the spray tip into the nostril (no more than $\frac{1}{4}$ inch). Point the tip to the back and outer side of the nose.
- J. Ask resident to breathe out through mouth.

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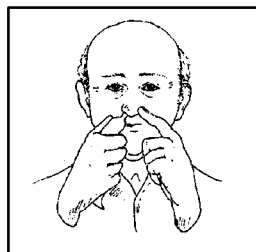
- K. Press actuator or spray tip firmly and quickly while the resident breathes in through the nose and out through the mouth.
- L. After removing the spray bottle, some manufacturers recommend tilting the head back for several seconds to aid the penetration of the drug.
- M. If medication is in gel form without a pump or applicator, apply with a clean cotton swab, unless directed otherwise.
- N. If medication is in gel form, massage the nostril in which the medication was administered for a few seconds.
- O. Wipe any excess drainage with a clean tissue. Instruct resident to avoid blowing their nose for 15 minutes.
- P. If another dose of the same or different nasal medication is required in the same nostril, wait the amount of time recommended by the manufacturer (see package insert), then repeat procedures above. If a dose is required in the other nostril, repeat procedures above.
- Q. If necessary, clean spray tip and device according to manufacturer's recommendations.
- R. Replace cap/cover.
- S. Remove and dispose of gloves. Discard barrier. Wash hands thoroughly with antimicrobial soap and water or facility-approved hand sanitizer.

NOSE DROPS

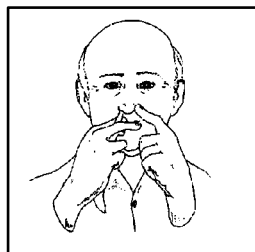
- A. Instruct resident to hold head back (can be performed in a chair or, if in bed, place pillow under shoulder allowing for the forehead to be lower than the chin).
- B. Instill drops directing flow towards floor of nasal cavity and instruct resident to maintain position for about 2 minutes.



nasal inhaler



nasal spray



nasal pump