



Clinical Practice Procedures: Drug administration/Oral

Policy code	CPP_DFA_OR_0221
Date	February, 2021
Purpose	To ensure a consistent procedural approach to oral drug administration.
Scope	Applies to Queensland Ambulance Service (QAS) clinical staff.
Health care setting	Pre-hospital assessment and treatment.
Population	Applies to all ages unless stated otherwise.
Source of funding	Internal – 100%
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Drugs are given **orally** for convenience, absorption benefits, and ease of administration.

The QAS uses both solid and liquid forms of oral medication preparation.

Indications

- The administration of medications by the oral route

Contraindications

- Impaired conscious state
- Ability to swallow impaired

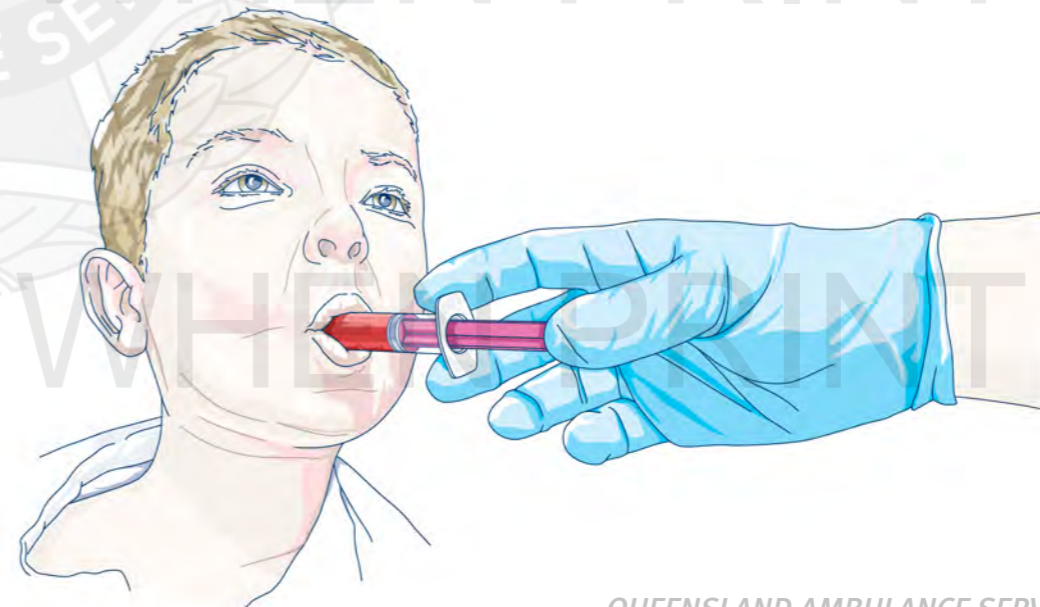
Complications

- Aspiration and airway compromise

Procedure⁽¹⁾ – Oral

Procedure – Liquid solutions

1. Posture the patient in a sitting position.
2. Assess the patient's history of allergies and confirm suitability for oral medication administration.
3. Using the purple safety syringe with the appropriate connector, withdraw the required dose of medication.
4. Ensure all air bubbles are expelled from the prepared syringe.
5. Complete appropriate drug checks (refer to the *QAS Drug Management Code of Practice*).
6. Gently administer the medication into the patient's mouth and ask them to swallow.
7. Observe the patient until all of the medication is safely swallowed.
8. Immediately discard the syringe in a sharps container.



Procedure – Tablets

1. Posture the patient in a sitting position.
2. Assess the patient's history of allergies and confirm suitability for oral medication administration.
3. Complete appropriate drug checks (refer to the *QAS Drug Management Code of Practice*).
4. Place the tablet(s) in the patient's hand.
5. Provide an adequate volume of water.
6. Instruct the patient to swallow the tablet(s) with a small amount of water.
7. Observe the patient until all of the medication is safely swallowed.

Procedure – Soluble tablets

1. Posture the patient in a sitting position.
2. Assess the patient's history of allergies and confirm suitability for oral medication administration.
3. Complete the appropriate drug checks (refer to the *QAS Drug Management Code of Practice*).
4. Place the tablet(s) in a small glass of water.
5. Once fully dissolved, instruct the patient to drink the entire volume of solution.
6. Observe the patient until all of the medication is safely swallowed.

Procedure – ODTs

1. Posture the patient in a sitting position.
2. Assess the patient's history of allergies and confirm suitability for oral medication administration.
3. Complete appropriate drug checks (refer to the *QAS Drug Management Code of Practice*).
4. Place the ODT(s) on the tip of the patient's tongue.
5. Once dissolved, instruct the patient to swallow as normal.

