



**OurAging**  
Every Day a New Horizon

# Tips for: Medication Management Record Form

It is important to keep track of all current medications with proper dosage instructions and prescribing Doctor's and contact information. For that purpose, we have developed the form below. Here are some tips to help you with that form.

- List all prescription medications – one medication per line
- Provide the name of the physician who prescribed each medication
- Indicate the condition/disease for which the medication is given. This will help the care recipient and all care givers to have the same understanding of the various conditions that the care recipient has. This helps caregivers to ask questions about special diets, treatments, and safety issues about which they need to know.
- List the dose of each pill or method of each administration. This will help when the care recipient or caregiver is reordering medications.
- List how the medication is taken and if it is taken with food or on an empty stomach. For example: 1 pill in the AM; or 1 injection after breakfast; or one patch per 24 hours; etc. This will help all caregivers to understand the medication routine.
- Having the start date of a medication helps doctors to understand the duration of each medical condition. If someone has been on a medication for a long time, just estimate the start date.
- Some medications (such as antibiotics) have an end date. This will also help physicians to understand prior treatments and their outcome.
- Physicians also need to know about an negative reactions to a particular drug so that they can determine if there is an allergy or other reactions that would warrant a change in medications.

Additional information to make the BEST use of your MEDICATION MANAGEMENT RECORD:

- List prescription medications first.
- Be certain to include all **over the counter** medications that are used as well. This should include **ALL** supplements, pain relievers, digestive aids and herbals. Provide the dosage and how it is taken.
- Keep track of when medications are received so that the caregiver can determine if the care recipient is taking too much or not enough of the prescription by counting pills. The date that the medications start being used can be indicated on the bottle or dose packaging.
- Make extra copies of the medication list to take to all doctor appointments and to share with each caregiver involved with the care recipient.
- Update the MEDICATION MANAGEMENT RECORD regularly and especially if medications are added or stopped.
- When receiving refills from the pharmacy, make certain to review the dose and the way it is to be taken. Since there are now generics for many medications, each renewal may appear different than the pill taken previously. It is important to make certain that although the pills don't look the same that they are for the same purpose. (This happens because the pharmacy is negotiating for the best prices with different manufacturers of prescription medications. So they may not appear the same, but is the same formula made by a different company.)
- If insulin is required, a nurse should be engaged to help train and periodically review the care recipient's ability to self-administer. Note: CNAs are usually not allowed by law to administer insulin, so the care recipient or family member must be trained to do this. There are times, when an RN should be engaged to administer insulin.

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- Be sure to have appropriate containers for the disposal of sharps from insulin.
- When there are many medications, it is a good idea to pour them into daily medication boxes that are divided into the number of times for dosing each day. Medication boxes can be filled for several weeks at a time, if the care recipient is on a steady routine of medications.
- If there are paid caregivers (i.e. CNAs) in the home and reminding the care recipient to take medications, this person should be instructed to call a responsible party if there are any problems with taking medications, any changes or any problems with the taking of the medication.
- If a care recipient has difficulty swallowing a medication, the physician should be contacted for alternative forms of the medication that might be easier to take, such as liquids, chewables, smaller tablets, patches, etc. Note: do not crush medications without first checking with the physician to see if this changes the action of the medication.
- Be sure to review medications, over the counter drugs and foods with a geriatric pharmacist to determine if there are any contraindications with specific combinations.
- If medications become too costly, check with the drug company to determine if there is help for people dependent on the medication.
- If the care recipient's response to a medication, contact the prescribing physician immediately as this may indicate a change in the condition of the care recipient.
- When medication management becomes an ongoing problem, it is a good idea to work with a Geriatric Care Manager or a Medicare Home Health Agency for supervision and stability of the routine.