

**ADULT CARE  
HOME  
MEDICATION  
ADMINISTRATION  
RECORDS  
BOOK  
(MARS)**



**Medication Administration Records Table of Contents**

**Resident MAR – Tabbed, Separate Section for Each Resident to include:**

<b>Document Name</b>	<b>Instruction</b>
Medication Administration Records (MAR)	Current month required <i>File recent MARs in individual Resident Records book</i>
Most recent Physician Orders including order to self-administer medications	Current, signed Physician Order <i>File old Physician Orders in individual Resident Records book</i>
Current Guidelines for PRN Medications	Current, signed PRN Guidelines <i>File old PRN Guidelines in individual Resident Records book</i>
Current Delegations	Current, signed Delegation or Task for each individual Care Provider <i>File old delegations in individual Resident Records book</i>
Controlled Substance Log	Recommended for current month <i>File old Controlled Substance Logs in individual Resident Records books</i>
Medication Disposal Record Form	Required for current month <i>File old Medication Disposal Records in individual Resident Records books</i>

**Reference Materials (recommended)**

Commonly Used Medical Abbreviations	ACHP handout
Psychotropic Medications List	ACHP handout
Other reference materials	



Month: Year:

MEDICATION(S):	HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

**ALLERGIES:**

**TREATMENTS:**

**\*Initial MEDS and identify initials below\***

**Instructions:**

INITIAL	SIGNATURE

1. List one medication per box on this form. Use trade name of drug & generic name if prescription label is different from Doctor's order.
2. Initial appropriate box on front of MAR when medications or treatments are given.
3. Circle initial and document on reverse side when medications or treatments are refused or withheld.
4. Circle initials and document on reverse side for all PRN medications.
5. Document disposed medications, including the number of PRNs
6. Treatments/Therapies/Dietary supplements should be also listed and initialed.

RESIDENT NAME:

OPERATOR'S NAME:

DOCTOR'S NAME

## PRN AND REFUSED MEDICATION RECORD

Date	Time	Initials	Medication	Reason given/refused	Outcome	Time observed

Vital Signs	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Weight									
Blood									
Heart Rate									

**Physician's Visit / Order Form**

<b>Resident's Name:</b>	<b>Physician:</b>
Date:	Address:
Physician's Telephone:	City <span style="float: right;">State <span style="float: right;">Zip Code</span></span>

AT PRESENT TIME THIS RESIDENT IS BEING GIVEN THESE MEDICATIONS:

Medication Name	Strength	Amount Given	Time of Day	PRN Yes / No	Ordering Physician

Do you want each of these medications continued?  Yes  No

Changes to be made:

Additional comments:

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Care Home:	Telephone:
Address:	Caregiver Signature:





**Guidelines for PRN Medication**

Resident's Name: \_\_\_\_\_

Generic Medication Name: \_\_\_\_\_ Trade Medication Name: \_\_\_\_\_

What is the medication for? \_\_\_\_\_

To be given if: \_\_\_\_\_

\_\_\_\_\_  
(Specific reason medication is needed, i.e., specific descriptive complaint of pain, behavior, or other symptom)

Not to Exceed: \_\_\_\_\_  
(Number of doses in a specific amount of time, i.e., six tablets in 24 hour period)

Dose of medication: \_\_\_\_\_ Amount to be given: \_\_\_\_\_  
(i.e. four (4) mg) (i.e. 1 tablet)

How often: \_\_\_\_\_ Route: \_\_\_\_\_  
{i.e. every six (6) hours} (i.e. by mouth, under tongue)

Expected outcome: \_\_\_\_\_

Call Medical Professional or Pharmacist if the following specific adverse reactions or side effects are present: \_\_\_\_\_

Medication to be stopped when: \_\_\_\_\_

Print Authorized First and Last Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Authorized Signature:  Physician  Nurse Practitioner  PA  RN  Pharmacist

Adult Care Home: \_\_\_\_\_







**Medication Disposal Record Form**

**MCAR 023-080-585** Unused, outdated, discontinued, recalled, or contaminated medications, including controlled substances, shall not be kept in the home and shall be disposed of according to federal guidelines for drug disposal, or to the requirements of the local DEQ waste management company (e.g., removing the medications from their containers and smashing or liquifying them before mixing them in with garbage). Disposal of these medications shall be documented on the medication administration record or in the resident's record. Documentation shall include the date, name of the medication, the number of pills disposed of, and the signature of the disposer.

**MCAR 023-080-589** All controlled substances to be disposed of shall be documented according to the requirements of MCAR 023-080-585, and witnessed by at least one other approved caregiver. The signature of the witness is to be included in the resident's record.

<b>Resident's Name:</b>
<b>Date of Disposal:</b>
<b>Medication:</b>
<b>Strength:</b>
<b>Number of Pills/Amount Disposed:</b>
<b>Reason:</b>
<b>Rx Number:</b>
<b>Date Last Filled:</b>
<b>Name of Witness #1</b>
<b>Signature of Witness #1</b>
<b>Name of Witness #2</b>
<b>Signature of Witness #2</b>

<b>Resident's Name:</b>
<b>Date of Disposal:</b>
<b>Medication:</b>
<b>Strength:</b>
<b>Number of Pills/Amount Disposed:</b>
<b>Reason:</b>
<b>Rx Number:</b>
<b>Date Last Filled:</b>
<b>Name of Witness #1</b>
<b>Signature of Witness #1</b>
<b>Name of Witness #2</b>
<b>Signature of Witness #2</b>



## Commonly Used Medical Abbreviations

### How Often to Take Your Medication

ad lib - freely, as needed

bid - twice a day

prn or pid - as needed

q - every

q\_h - every *h* hours

q3h - every 3 hours

q4h - every 4 hours

qd or QD - every day

qid - four times a day

qod or QOD - every other day

tid or TID - three times a day

### When to Take Your Medication

ac - before meals

hs - at bedtime

int - between meals

pc - after meals

### How Much Medication to Take

caps - capsule

gtt - drops

i, ii, iii, or iiii - the number of doses (1, 2, 3, or 4)

mg - milligrams

ml - milliliters

ss - one half

tabs - tablets

tbsp - tablespoon (15ml)

tsp - teaspoon (5ml)

**Please see back copy more additional information**

**How to Use Your Medication**

ad - right ear  
ad lib – use as much as necessary  
al - left ear  
c or o - with  
od - right eye  
os - left eye  
ou - both eyes  
po - by mouth  
s or ø - without  
sl - sublingual  
top - apply topically  
ut dict – as directed

**Universal codes:**

**D** = Can/does cause drowsiness,

**H** = Can/be is habit forming

**I** = Can interact with one or more drugs, foods, herbs

**X** = SOS (may be a problem-causing substance like acetaminophen; consult a doctor or pharmacist?)



### LIST OF SOME PSYCHOTROPIC MEDICATIONS

**MCAR 023-110-425** When any resident whose placement is authorized and funded through DDS uses or self-administers medications, including over-the-counter medications and treatments and psychotropic medications, the operator shall comply with OAR 411-360-0140. When psychotropic medication is first prescribed and annually thereafter, the provider must obtain a signed balancing test from the prescribing health care provider using the DHS Balancing Test Form or by inserting the required form content into the Operator's forms. Operators must present the physician or health care provider with a full and clear description of the behavior and symptoms to be addressed, as well as any side effects observed. ***PRN (as needed) psychotropic medication orders will not be allowed unless requested by the ISP team, and with the written exception approval from the ACHP.***

- [Abilify](#) - antipsychotic used to treat [schizophrenia](#), [bipolar disorder](#), and agitation
- [Adderall](#) - stimulant used to treat [Attention Deficit Hyperactivity Disorder](#)
- [Ambien](#) - used as a sleep aid, cause drowsiness
- [Antabuse](#) - used to treat alcohol addiction
- [Aricept](#) - used to slow the progression of dementia
- [Anafranil](#) - tricyclic antidepressant; mostly used for OCD
- [Ativan](#) - benzodiazepine, used to relieve anxiety
- [anticodon](#) - Each tRNA contains a specific anticodon triplet sequence that can base-pair to one or more codons for an amino acid
  
- [BuSpar](#) - an anti-anxiety medication
- [Benzodiazepines](#) - a class of sedatives
  
- [Celexa](#) - an antidepressant of the [SSRI](#) class ([Selective serotonin reuptake inhibitor](#))
- [Clozaril](#) - an atypical antipsychotic ([Clozapine](#))
- [Concerta](#) - an extended release form of [methylphenidate](#) ([NDRI](#)) used to treat ADD/ADHD)
- [Cymbalta](#) - an antidepressant of the SSNRI (Selective Serotonin and Norepinephrine Reuptake Inhibitor) class, similar to Effexor (venlafaxine)
  
- [Depakote](#) - an antiepileptic and [mood stabilizer](#) used to treat [bipolar disorder](#), [neuropathic pain](#) and others. Sometimes called an antimanic medication
- [Doxepin](#) - brand name Sinequan, a tricyclic antidepressant, also used to treat nerve pain, insomnia a. similar to imipramine.
- [Dexdrine](#) - [dextroamphetamine](#) sulfate, used to treat severe ADHD and Narcolepsy.
- [Desoxyn methamphetamine](#) hydrochloride, used to treat severe ADHD and severe exogenous [obesity](#). Rarely used.

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- [Effexor](#) - an antidepressant of the SSNRI (or SNRI) class
- [Elavil](#) - a tricyclic antidepressant (TCA), less commonly used these days as an antidepressant or to treat psychiatric conditions (considered a first line treatment option for [neuropathic pain](#))
- [Eskalith](#) - a salt of Lithium, which is a mood stabilizer used to prevent bipolar disorder.
- [Fluoxetine](#) - (Prozac) is an SSRI drug used to treat major depressive disorder, bulimia nervosa (an eating disorder) obsessive-compulsive disorder, panic disorder, and premenstrual dysphoric disorder (PMDD).
- [Fluvoxamine](#) - (Luvox) is the first SSRI drug. It is indicated to treat obsessive compulsive disorder (US) and both OCD and depression elsewhere in the world.
- [Gabitril](#) - a mood stabilizer
- [Geodon](#) - an "atypical" antipsychotic
- [Haldol](#) - a "typical" antipsychotic, one of the oldest, usually given in conjunction with "cogentin", an antiparkinsonic. This is due to the high occurrence of tardive dyskinesia on patients with prolonged Haldol use.
- [Imipramine](#) - a tricyclic antidepressant (TCA) which is sometimes used to treat bulimia, panic disorder, or related disorders
- [Inderal](#) - a [beta blocker](#) known as [propranolol](#). It is used for acute anxiety, [panic attacks](#), hypertension.
- [Invega Sustenna](#)- an atypical antipsychotic used to treat [schizophrenia](#), [bipolar disorder](#), delusions, and aggression.
- [Keppra](#) - an [anticonvulsant](#) drug which is sometimes used as a [mood stabilizer](#)
- [Klonopin](#) - anti-anxiety and anti-epileptic medication of the [benzodiazepine](#) class
- [Lamictal](#) - a mood stabilizer of the [anticonvulsant](#) class
- [Latuda](#) - an atypical anti-psychotic
- [Lexapro](#) - an antidepressant of the SSRI class
- [Librium](#) - the first approved medication of the [benzodiazepine](#) class. Mostly used to treat acute [alcohol withdrawal](#).
- [Lithium \(generic name\)](#) - Known more commonly by its generic name, a mood stabilizer used in treating bipolar disorder
- [Lithobid \(Lithium\)](#) - A trade drug of the antipsychotic drug lithium, which is a mood stabilizer used to treat bipolar disorder
- [Lunesta](#) - a sleep aid
- [Luvox](#) - an antidepressant of the SSRI class, often used to treat [Obsessive-compulsive disorder](#)

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- [Mellaril](#) - an antipsychotic, today rarely used
- [Namenda](#) - used to slow the progression of [Alzheimer's Dementia](#)
- [Navane](#) - an antipsychotic, today rarely used
- [Neurontin](#) - an anticonvulsant (anti -seizure medication) which is sometimes used as a mood stabilizer or to treat chronic pain, particularly [diabetic neuropathy](#)
- [Olanzapine](#) - an second generation antipsychotic
- [Paxil](#) - an SSRI antidepressant, used frequently to treat depression and anxiety disorders
- [Phenelzine](#) - (Nardil)-MAOIs for depression
- [Pristiq](#) - an SNRI antidepressant
- [Prolixin](#) - an antipsychotic
- [Prozac](#) - an SSRI antidepressant
- [Phenobarbital](#)- a barbiturate, sedative and hypnotic properties
- [Quetiapine](#) an antipsychotic drug mainly used to treat schizophrenia
- [Remeron](#) - an antidepressant which is often used as a sleep aid
- [Restoril](#) - a sleep aid of the benzodiazepine class
- [Risperdal](#) - an "atypical" antipsychotic
- [Ritalin](#) - a stimulant used to treat ADHD/ADD
- [Saphris](#) - an atypical antipsychotic
- [Serax](#) - anti -anxiety medication of the [benzodiazepine](#) class, often used to help during detoxification from alcohol or other drugs of abuse
- [Sertraline](#) HCl an SSRI class anti-depressant (brand name Zoloft)
- [Seroquel](#) - an "atypical" antipsychotic, sometimes is used as a sleep aid when given in low doses
- [Serzone](#)- an "atypical" antidepressant
- [Stelazine](#) - an older antipsychotic, today rarely used
- [Strattera](#) - a non-stimulant medication used to treat ADD/ADHD
- [Sycrest](#) - an atypical antipsychotic
- [Thorazine](#) - an older antipsychotic, although highly effective it is rarely used today because of the high occurrence of serious side effects
- [Topamax](#) - a mood stabilizer, also used for [migraine headaches](#)
- [Trazodone](#) - atypical antidepressant, most typically used now as a sleep aid
- [Trileptal](#) - a mood stabilizer used to treat bipolar disorder
- [Tegretol](#) - antiseizure that can also be used for mood disorder

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- [Valium](#) - anti-anxiety medication of the benzodiazepine class
- [Vistaril](#) - an antihistamine for the treatment of itches and irritations, an antiemetic, as a weak analgesic, an opioid potentiator, and as an anxiolytic.
- [Vyvanse](#) - a stimulant used to treat Attention Deficit Hyperactivity Disorder
  
- [Wellbutrin](#) - an antidepressant of the [norepinephrine-dopamine reuptake inhibitor](#) (NDRI) class, structurally identical to [Zyban](#), a [smoking cessation](#) aid
  
- [Xanax](#) - an antianxiety medication of the benzodiazepine class
  
- [Zoloft](#) - an antidepressant of the SSRI class [Selective Serotonin Reuptake Inhibitor](#)
- [Zyprexa](#) - an "atypical" antipsychotic medication used in the treatment of [schizophrenia](#), [schizoaffective disorder](#), [bipolar disorder](#), and various types of [dementia](#) and /sometimes OCD(obsessive compulsive disorder).
- [Zaleplon](#) - a [non-benzodiazepine](#) hypnotic
- [Zolpidem](#) - a non-benzodiazepine hypnotic