



Department:	Nursing		
Document:	Internal Policy and Procedure		
Title:	Administration of Eye (Ophthalmic) Drops, Ointment		
Applies To:	All Nursing Staff		
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1. PURPOSE:

1.1 To apply ophthalmic topical ointment in a safe manner.

2. DEFINITONS:

2.1 **Administration of eye medication** is the instillation of ointment or drops in the mucous membrane of the eye for various therapeutic effects.

3. POLICY:

3.1 Eye ointment should be ordered by a physician and instilled under aseptic technique.

4. PROCEDURE:

4.1 Assessment should focus on:

- 4.1.1 Evidence of lesions, redness or drainage in structure of eye (sclera, cornea, conjunctival sac, eyelids).
- 4.1.2 Status of vision before giving eye drop/ ointment administration.
- 4.1.3 Patient's knowledge about eye medication and reason to use.

4.2 Procedures:

- 4.2.1 Check the physician's order.
- 4.2.2 Explain procedure and purpose of medication to patient, to reduce anxiety and promotes cooperation.
- 4.2.3 Identify patient by two identifiers (four names for Saudi/ complete name for Non-Saudi and the medical record number).
- 4.2.4 Prepare drug to be administered and observe ten rights of medication administration.
- 4.2.5 Perform hand hygiene.
- 4.2.6 Wear gloves.
- 4.2.7 Position patient in supine or sitting position with forehead tilted back slightly, to facilitate proper instillation of medication.
- 4.2.8 If drainage or excess tearing is noted around lower lashes and eyelids, wipe eye with cotton ball from the inner to outer aspect (if both eyes need to be wiped use a separate cotton ball for each eye), to remove excess secretions and debris to facilitate absorption of medication through mucous membranes and prevents cross contamination.
- 4.2.9 If using a bottle with a dropper, squeeze top of medication dropper to aspirate solution into dropper tube. If using ointment, remove cap from the container tube.
- 4.2.10 Holding dropper or ointment to be administered in dominant hand, place heel of that hand on patient's forehead.
- 4.2.11 Stabilizes hand for administering eye medication, to help prevent accidental injury to patient's eye.
- 4.2.12 Using sterile gauze cotton ball, gently pull lower eyelid down.

- 4.2.13 Instruct patient to look up towards forehead. Eliminates corneal-reflex stimulation.
- 4.2.14 Administer the drops/ ointments into conjunctiva sac to appropriate eye without letting dropper touch patient, apply a thin line of ointment from inner to outer canthus without letting ointment tube tip touch the patient, ending administration smoothly with a twisting motion.
- 4.2.15 Remove hands and instruct patient to close and roll eyes around, unless prohibited or unless patient cannot do so. Spread medication evenly over eye.
- 4.2.16 Remove excess medication and secretions from around eye with sterile gauze/ cotton balls to prevent local irritation and discomfort.
- 4.2.17 Discard gloves and wash hands.
- 4.2.18 If ointment or drops temporarily affect vision, instruct patient not to move, until vision is clearer, to prevent accidental injury.
- 4.2.19 Lift side rail if necessary and place call light within reach. Reduces risk of falls. Promotes ready access to communication.
- 4.2.20 Discard used equipment properly.
- 4.2.21 Instruct patient to look up towards forehead. Eliminates corneal-reflex stimulation.
- 4.3 Documentation:
 - 4.3.1 Condition of eye structures.
 - 4.3.2 Status of vision before administration.
 - 4.3.3 Eye in which drug was instilled.
 - 4.3.4 Name of drug, amount administered.
 - 4.3.5 Effect of drug.

5. MATERIALS AND EQUIPMENT:

- 5.1 Cotton balls
- 5.2 Disposable gloves
- 5.3 Eye drops/ ointments

6. RESPONSIBILITIES:

- 6.1 Nurse






7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

- 8.1 Jean Smith Temple and Joyce Young Johnson, Nurses Guide to Clinical Procedures, 5th Edition, Lippincott Williams And Wilkins, Page No: 157-161.

9. APPROVALS:

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