**Clinical Practice Procedures: Drug administration/Oral**

<table>
<thead>
<tr>
<th>Policy code</th>
<th>CPP_DFA.OR.0120</th>
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<tr>
<td>Date</td>
<td>January, 2020</td>
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<tr>
<td>Purpose</td>
<td>To ensure a consistent procedural approach to oral drug administration.</td>
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<tr>
<td>Scope</td>
<td>Applies to Queensland Ambulance Service (QAS) clinical staff.</td>
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<td>Health care setting</td>
<td>Pre-hospital assessment and treatment.</td>
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<tr>
<td>Population</td>
<td>Applies to all ages unless stated otherwise.</td>
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<tr>
<td>Source of funding</td>
<td>Internal – 100%</td>
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<tr>
<td>Author</td>
<td>Clinical Quality &amp; Patient Safety Unit, QAS</td>
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<tr>
<td>Review date</td>
<td>January, 2023</td>
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Drugs are given orally for convenience, absorption benefits, and ease of administration.

The QAS utilises four (4) forms of oral medication preparations:

- Elixir solution;
- Tablets;
- Soluble tablets; and
- Orally disintegrating tablets (ODTs).

**Indications**

- The administration of medications by the oral route

**Contraindications**

- Impaired conscious state, or swallowing ability

**Complications**

- Aspiration and airway

**Procedure – Oral**

**Procedure – Elixir**

1. Place the patient in a sitting position.
2. Gently shake the elixir preparation to ensure the contents are thoroughly mixed.
3. Using a sterile syringe, withdraw the desired amount of elixir solution.
4. Gently administer the withdrawn solution into the patient’s mouth.
5. Visually observe the patient until all medication is safely swallowed.
Procedure – Tablets

1. Place the patient in a sitting position.
2. Place the tablet(s) in the patient’s hand.
3. Provide an adequate volume of water.
4. Instruct the patient to swallow the tablet(s) with a small amount of water.
5. Observe the patient until all medication is safely swallowed.

Procedure – Soluble tablets

1. Place the patient in a sitting position.
2. Place the tablet(s) in a small glass of water.
3. Once fully dissolved, instruct the patient to drink the entire volume of water.
4. Visually observe the patient until all medication is safely swallowed.

Procedure – ODTs

1. Place the patient in a sitting position.
2. Place the ODT(s) on the tip of the patient’s tongue. The ODT(s) will dissolve immediately.
3. Once dissolved, instruct the patient to swallow as normal.