

Topical Over-The-Counter (OTC) Medications

All content must be TAUGHT by nurses or staff with current DODD Category 1 Certification. TEACH. DO NOT give to personnel to just read.

OVERVIEW

Most drugs can only be administered by unlicensed personnel who have a current DODD Medication Administration Certification and a prescription to administer the drug – even if it can be purchased without a prescription (over-the-counter).

- Ohio Law allows staff to administer some topical over-the-counter drugs without having a prescription or medication administration certification
- The Law {Ohio Revised Code 5123.42 (B)(1)(c)} allows staff to ***“administer topical over-the-counter medications for cleaning, protecting, or comforting the skin, hair, nails, teeth, or oral surfaces, not for the purpose of treating an open wound or a condition that requires a medical diagnosis, including a fungal infection.”***
- Some OTC products do not list “drug facts” on the label. Those products do not contain medication. They can be used without a prescription and without this training.

Products that contain medications that the FDA calls “drugs” will list “Drug Facts” on the label and may include:

- | | |
|--|---|
| o Sunscreen (such as Coppertone®) | o Shampoos (such as Head and Shoulders®, Neutrogena®) |
| o Insect repellent (such as Off®) | o Soaps (such as Castile®, or Cetaphil®) |
| o Toothpaste (such as Sensodyne®) | o Sprays (such as sunscreens, or breath fresheners) |
| o Denture cream (such as Polident®) | o Cosmetics (such as Clinique®) |
| o Lip balm (such as Blistex® or Chapstick®) | o Creams for itching and rashes (such as Cortaid® or Lanacane®) |
| o Mouthwashes (such as Scope® or Listerine®) | o Barrier products (such as Vaseline® or Aquaphor®) |
| o Breath fresheners (such as Listerine®cool mints) | o Ointments (such as Desitin® for diaper rash, or Cortisone® 10 |
| o Cough drops (such as Halls®) | |
| o Lotions (such as Lubriderm® or Aveeno®) | |

What Staff MAY DO:

Personnel who have this specific Department of Developmental Disabilities training **ANNUALLY** are allowed to administer **ONLY** these topical Over-The-Counter (OTC) drugs:

- **OTC barrier products** for skin protection such as sunscreens, bug sprays and diaper ointments that contain drugs.
- **OTC medicated cleansing products** such as shampoos and soaps.
- **OTC topical products** for use on skin and in the mouth, **only if the skin is intact (not on open wounds)**.

What Staff MAY NOT DO:

- ◀ This training does not authorize personnel to independently purchase or administer **topical OTC drugs for achy muscles or joints** (musculoskeletal comfort) such as Ben Gay® or Aspercream®.
- ◀ Personnel may not use **OTC drugs to treat a condition that needs to be diagnosed** such as a fungal infection.
- ◀ Personnel may not independently purchase or **administer OTC drugs to treat open wounds**.
- ◀ Personnel may not independently purchase or administer any **OTC drugs that are swallowed or inhaled**.

Terminology

Over-the-Counter (OTC) medication: Any drug (medication) that can be purchased without a prescription.

Cleaning / Cleansing: Removing dirt, germs, and body fluids such as sweat or blood from an area.

Improving the condition: Using topical products that help the skin, hair, nails, teeth and oral surfaces get stronger or better.

Intact skin: No breaks, scrapes, cuts or openings are present.

Oral Surfaces: Top, sides & bottom of the tongue; insides of the cheeks; surfaces of the teeth & gums; roof of the mouth.

Protection: Make a barrier that blocks the skin from sources of harm or injury.

Blister: A fluid-filled bubble on the skin that has not broken open.

Callouses or corns: Areas where the skin is noticeably thicker and harder. Corns are found on the feet. Callouses can be anywhere on the body and are usually caused from repeated friction against an area of the skin.

Diagnosis: Refers to a disease or condition that must be identified based on an assessment by a physician or nurse practitioner. By assessing and analyzing the combination of symptoms, a nurse practitioner or physician can identify (make a diagnosis) the disease the person is experiencing. Treatment for these conditions must be prescribed.

Examples of diagnoses or conditions of the skin include: ◀ Eczema ◀ Lice ◀ Scabies
◀ Psoriasis ◀ Fungal infections such as: Jock itch, Athletes foot, Toenail fungus

Rash: Skin that is uneven, bumpy and possibly red but is not broken open.

Symptom: What the person experiences; what the condition feels like. Examples of symptoms include such things as cough, itching, flaky skin, rash, dryness, dry mouth, bad breath.

Wound: Skin that is cut or broken (not intact) and requires care as directed by a licensed nurse or physician.

Active ingredient: The functional part or component of the drug that produces the desired outcome. For example, in Desitin®, zinc oxide is the (active) part of the product that provides for the healing, soothing, and prevention of diaper rash.

As needed: Using an OTC topical medication only when there is a reason for using it.

Brand Name: Products with a registered trademark ® name. The name represents the active ingredient or combination of active ingredients in the product.

Drug: A product defined and classified by the US Food and Drug Administration (FDA). On every OTC product that contains a "drug" the word "drug" and the drug's name will be on the label. **For example:** zinc oxide is the "drug" found in Desitin®, a product used for diaper rash.

Generic products: Have the same active ingredient as a brand product. Some brand products also have additional supporting ingredients. Generic products cost less for the same amount of active ingredient. Example: Desitin® Maximum Strength Paste is the same as generic Zinc Oxide 40%.

Manufacturer's label and instructions: Information found on the topical OTC product packaging. It will always include the name and strength of the "drug" that is in the product.

Prescription: A written order from a doctor or nurse practitioner for a drug/medication.

Storage: The protection and proper handling of a medication to assure it retains its ability to do what it is supposed to. Be sure to follow manufacturer's instructions. Always store topical medications separately from oral medications.

Requirements for Use of OTC Topical Medications

- ✓ **Person-Centered Purchasing:** Products *should be chosen by the individual* with assistance from staff as needed to choose the right product for the right use. The individual's personal preferences must be considered when assisting with choices. This includes preferences for scent / smell, texture, price, packaging, etc. A pharmacist can also help the person with product choices.
- ✓ **Individual Specific Training (IST):** Information about the individual given to staff. Such information includes the individual's cognitive ability, daily habits, conditions affecting the individual's ability to function independently, their likes and dislikes, and things that may trigger behaviors, etc. **Staff must receive IST before providing OTC medication to the individual.**
- ✓ **Documentation:** OTC topical medication documentation must include the person's name and allergies, product name, date, time and reason used, where applied, and staff name. See sample documentation form on DODD Med Admin Page.

Universal Precautions: Protection from sources of contamination by:

- ◀ Washing hands before and after administering medication or other personal contact.
- ◀ Always wearing gloves if administering a topical medication.
- ◀ Always following all other provisions of universal precautions training.



Allergy: When a person has an undesirable reaction to any product or substance. Examples of undesirable reactions include such things as sneezing, itching, rash, hives, swelling of the face, tongue, lips or throat.

◆ **Before using any OTC product, personnel must know what the individual's allergies are and be certain that the OTC product does not contain ANY of the substances the person is allergic to. Staff must check each person's allergies every time before a product is used.**

If not absolutely certain that an OTC product is safe for the person, staff must ask a health care professional (HCP) before using the product. Examples of a HCP include: pharmacist, nurse, or doctor.

Understanding the Label on OTC Drug Products

Products that contain drugs have the specific heading “Drug Facts” on their label. Special attention must be given to all information under “Drug Facts.” Products that do not list “Drug Facts” may be used as the label directs.

Always keep the original box or bag of the purchased product. The label must be available at all times when the product is being used. **✓ To assure the product is used correctly and safely, the label must be read by anyone using the product before every use.** **✓ Check the expiration date before each use – do NOT use products after the expiration date.** **✓ Compare individual’s allergy list to ingredients on the label.** **✓ Keep all medications out of reach of children or others who might swallow them.**

Example: Equate[®] Maximum Strength Diaper Rash Ointment

Drug Facts	Drug Facts continued																										
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ACTIVE INGREDIENTS: is the drug in the product and listed on the drug facts label. For each active ingredient, there is a purpose listed. The purpose of the active ingredient is the reason the drug is being used.

USES: Make sure to use the product only for the right purpose as listed on the label and allowed by law.

WARNINGS: Follow all warnings exactly, such as “do not get in eyes.” Pay attention to warnings about when to stop using the product and when to ask a doctor about use of the product. You **MUST** stop using the product and contact the doctor as instructed on the label.

DIRECTIONS: These tell you where, when, how much, and how often to use the product. Directions also state when you can use the product again if still needed. **DO NOT USE MORE of the product than recommended OR MORE OFTEN THAN THE LABEL STATES.**

OTHER INFORMATION: Includes instructions such as proper storage.

INACTIVE INGREDIENTS: These are things in the product that contribute to the delivery, stability, texture and smell of the product. **It is very important to make sure that NONE of the inactive ingredients are things the person is allergic to.**

QUESTIONS? There is always a number on the label for calling the manufacturer for questions about the product. **Questions about an individual’s health or condition must always be directed to their personal health care professional such as a doctor, nurse, pharmacist, specialist, etc.**

OTC Topical Drug Administration: Checklist for Training
All content must be TAUGHT; do not give to personnel to just read

Content Covered	✓ Discussed	Comments:
1. Law that allows staff to use some OTC medications		
2. Requirement for annual training		
3. What kind of OTC topical medications staff can administer without a prescription		
4. What kind of OTC medications staff can NOT administer without a prescription		
5. Discussion of all terminology		
6. Person centered purchasing (person's choice of products)		
7. Requirement for Individual Specific Training (IST) prior to use of OTC medications on an individual		
8. Universal Precautions		
9. Allergies		
10. Reading the label for Drug facts ↳ Active ingredients & inactive ingredients		
11. Reading label for uses and directions ↳ When to use ↳ Where to use ↳ How to use the medication ↳ How much to use ↳ When to repeat use ↳ Expiration date		
12. Reading the label for warnings		
13. Reading the label for storage and other information		
14. Reading the label for number to call		
15. Requirement to report problems and ask individual specific questions to the person's (HCP) health care professional		
16. Documentation		
<p>This training on OTC topical medications does NOT qualify uncertified staff to administer medications. Staff MUST have the DODD Medication Administration Certification 1 before being allowed to administer medications.</p>		

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

OTC Topical Drug Administration: Return Demonstration Skills Checklist

Knowledge and Skills Demonstration	✓ Demonstrated	Comments
1. Explains what Individual Specific Training (IST) is		
2. Explains need to receive IST for every person before using a topical medication		
3. Explains how to involve the individual in the choice of OTC product(s) to be used		
4. States how to confirm allergies before every use with every person, every time		
5. Demonstrates from a product label how to know: <ul style="list-style-type: none"> ◀ when to use ▶ where to use ◀ how to use ▶ how much to use ◀ when to repeat use 		
6. Demonstrates reading label for warning(s)		
7. Demonstrates checking for the expiration date		
8. Demonstrates reading the label for manufacturer phone number		
9. Can explain and give an example of the requirement to report a problem to the individual's HCP (health care professional)		
10. Washes hands and puts on gloves before applying OTC medication		
11. Demonstrates by using a sample of a non-drug lotion on another person following manufacturer instructions		
12. Demonstrates removing gloves and washing hands after applying the sample non-drug lotion		
13. Demonstrates documentation on a sample form		
14. States that OTC training must be done annually		
15. States understanding that OTC topical drug training does NOT permit staff to administer other types of medication(s)		

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

Individual Specific Training Form for Use of OTC Topical Drugs:

Individual's Name: _____

Person's allergies: _____

Person's preferred product(s):

◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____

Person's ability to:

- ◀ recognize need for product(s) (describe) _____
- ◀ apply product (describe) _____
- ◀ report problems with use of the product (describe) _____

Other individual specific information:

Where to document use of product: _____

IST provided by _____ to _____ on _____