



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Nursing		
Document:	Internal Policy and Procedure		
Title:	Administration of Vaginal Medications		
Applies To:	All Nursing Staff		
Preparation Date:	January 08, 2025	Index No:	NR-IPP-008
Approval Date:	January 22, 2025	Version :	2
Effective Date:	February 22, 2025	Replacement No.:	NR-IPP-008 (1)
Review Date:	February 22, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 Delivers medication for absorption through vaginal membranes for such therapeutic effects as resolving infections and treating of inflammation or infection.

2. DEFINITONS:

- 2.1 **Vaginal medication** is the insertion of drug/medication via the vagina for absorption through mucous membrane of vagina.

3. POLICY:

- 3.1 Medication ordered by the Physician to be given by vagina must be administered in a safe and dignified manner by the nursing staff.

4. PROCEDURE:

- 4.1 Check Physician's written order.
- 4.2 Identify patient name (four names for Saudi and by complete name for Non-Saudi) and the medical record number.
- 4.3 Explain procedure and purpose of drug to patient, to decrease anxiety and promotes cooperation.
- 4.4 Wash hands.
- 4.5 Prepare medications adhering to 10 rights of medication administration.
- 4.6 Verify allergies.
- 4.7 Provide privacy, to decrease embarrassment.
- 4.8 Wear gloves.
- 4.9 Assist patient into dorsal recumbent or Sim's position.
- 4.10 Wash and dry perineum if discharge or odor noted, to promote cleanliness and facilitates drug absorption; removes excess secretions.
- 4.11 Insert vaginal medication into vagina by vaginal applicator.
- 4.12 For a vaginal cream, place applicator over top of open medication tube, invert applicator and squeeze tube.
- 4.13 For a vaginal suppository, remove from package and insert suppository into applicator (or insert suppository without applicator).
- 4.14 Insert applicator into vagina about 2.5 to 3.0 inches and press applicator plunger. If using gloved finger, insert 2.5 to 3.0 inches.
- 4.15 Remove applicator or finger.
- 4.16 Instruct patient to remain in bed in a flat position for 15 to 20 minutes. Allow medication to be absorbed.
- 4.17 Apply sanitary pad, to contain any discharge.
- 4.18 Discard gloves.
- 4.19 Raise side rails if indicated and prevents fall.

- 4.20 Place call bell light within reach. Provide means of communication.
- 4.21 Discard or restore equipment properly, applicator may be washed with soap and water and stored in plastic wrapping box.
- 4.22 Wash hands.
- 4.23 Documentation :
 - 4.23.1 Name, dosage of medication, date and time and sign in the medication form.
 - 4.23.2 Provides legal record of administration and prevents accidental re-medication.
- 4.24 Patient teaching of information about drug and techniques for self-administration.

5. MATERIALS AND EQUIPMENT:

- 5.1 Disposable gloves
- 5.2 Vaginal suppository or cream
- 5.3 Incontinent pad
- 5.4 Basin of warm water, soap
- 5.5 Sanitary pad
- 5.6 Vaginal applicator

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, Pages 239-242.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Bashayer Alshammari	CNE Educator		January 08, 2025
Reviewed by:	Ms. Teflah Alsahali	CNE Coordinator		January 13, 2025
Reviewed by:	Ms. Rasha Anwar	Nursing QM&PS Supervisor		January 15, 2025
Reviewed by:	Mr. Abdulelah Ayed Almutairi	QM&PS Director		January 16, 2025
Approved by:	Mr. Sabah Turayhib Al Harbi	Director of Nursing		January 22, 2025