

Filling Out a Medication Administration Record (MAR)

This tip sheet introduces how to fill out a Medication Administration Record (MAR). During training on administering medication, provide this tip sheet to Direct Support Professionals (DSPs) as well as the MAR template example.

Filling Out a MAR

Individuals that you support may need assistance when taking their medication. You can use a Medication Administration Record (MAR) to help you keep track of every dose that the individual you support takes or misses for whatever reason.

A MAR includes key information about the individual's medication including, the medication name, dose taken, special instructions and date and time. Described below are some tips you can follow when assisting an individual take their medication and when filling out a MAR.

1. Only one DSP should be assisting an individual with medications at any given time and should only be focused on that specific task.
2. Keep the individual's MAR in a safe location close to where the medications are stored.
3. Let your supervisor know if you have trouble filling out the MAR that is currently used at your facility. There are some MARs that are easier to use.
4. Use a visual reminder to remind yourself about filling out the MAR and place it near the location that medications are stored in.
5. Learn how to read a prescription medication, including the abbreviations and symbols commonly used on medication labels.

A MAR must be filled out each time an individual takes medication. Filling out a MAR can help reduce the risk of medication errors and keep the individuals you support safe and healthy!



PRN AND MEDICATIONS NOT ADMINSTERED						Initials	Staff Signature
Date	Hour	Initials	Medication	Reason	Result		
						1	
						2	
						3	
						4	
						5	
						6	
						7	
						8	
						9	
						10	
						11	
						12	
						13	
						14	
						15	
						16	
						17	
						18	
						19	
Name						MO/ YR	