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How to administer ear drops:

* Wash your hands.
* Rub the medicine bottle between the palms of your hands or place in warm water to warm the drops.
* Feel a drop to make sure the drops aren’t too hot or too cold.
* Put on gloves.
* Ask child to lie down or sit with the affected ear facing up.
* Observe for any discharge (think yellow or green substance), pus (cloudy), or blood. If there is any, do not give the medicine to the child.
* If there is drainage (clear liquid) remove it with a clean tissue or cotton topped applicator. Do NOT clean any more than the outer ear.
* Place the wrist of the hand you will be using to give the medicine on the cheek or head.
* Place the dropper/nozzle above the child’s ear canal.

**For Children under Age 3:**

* Gently pull the outer flap of the affected ear DOWNWARD and backward to straighten the ear canal.
* Look for the ear canal to open.

**For Children over Age 3:**

* Gently pull the outer flap of the affected ear UPWARD and backward to straighten the ear canal.
* Look for the ear canal to open.
* Squeeze the dropper slowly and firmly to release the appropriate amount of medicine on the side of the ear canal.
* Ask the child to remain lying down for about 1-2 minutes so the medicine will be absorbed.
* Gently rub the skin in front of the ear to help the drug flow to the inside of the ear.
* Place a cotton ball in the child’s affected ear to avoid leakage of medicine. Replace the cotton ball each time the medicine is given. Avoid inserting Q-tips into the ear.
* Rinse the dropper tip in water after each use before capping or returning it to the bottle.
* Replace the cap immediately after use.
* Remove gloves, wash your hands and document the time the medication was given.

<https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/How-to-Give-Ear-Drops.aspx>

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How to administer eye drops/ointment:

* Wash your hands and wear gloves.
* Lay the child on his back on a flat surface if possible
* Place a pillow under the child’s shoulders or a rolled up towel under his neck so that his head is tilted back or…
* Ask the child to tilt his head back and up.
* Apply eye ointment or eye drops.

**Eye Drops**

* Bring refrigerated meds to room temperature. Rub the medicine bottle between the palms of your hands to warm the drops.
* Shake the bottle if the label instructs you to.
* Put on gloves
* Tell the child to look up and to the other side. The eye drops should flow away from your child’s nose.
* Place the wrist of the hand you will be using to give the drops on your child’s forehead.
* Bring the dropper close (within 1 inch) of the eye.
* Drop the medicine in the lower eyelid, away from the tear ducts, which are located in the lower inner corner of the eye.

**Eye ointments**

* Wash hands and put on gloves.
* Tell the child to look up and to the other side. The eye ointment should flow away from the child’s nose.
* Place the wrist of the hand you will be using to give the ointment on your child’s forehead.
* Pull down slightly and gently on the skin below the eye, just above the cheekbone.
* Bring the tube close (within 1 inch) of the eye.
* Apply a thin line of ointment along the lower eyelid.
* Rotate the tube when you reach the edge of the outer eye. This will help detach the ointment from the tube.

**With both eye drops and eye ointment…**

* Ask the child to close or blink his eyes for a minute to allow the eye drops or ointment to be dispersed throughout the eye.
* Wipe away any excess medication or tearing with a clean tissue.
* Rinse the dropper with water OR wipe the tip of the ointment tube with a clean tissue.
* Replace the dropper to the bottle OR the cap on the tube immediately after each use.
* Remove gloves, wash your hands and document the medication was given.

<https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/How-to-Give-Eye-Drops-and-Eye-Ointment.aspx>