

## EAR DROPS ADMINISTRATION

This guidance is for self-administration, or to administer for someone else.

Steps you need to take are:

1. Wash your hands thoroughly.
2. Check that the ear drops are in date (most ear drops can only be used up to 28 days after first opening).
3. Ensure the ear is clean and dry.
4. Ensure drops are at body temperature before putting in.
5. Gently shake the bottle, ensure the tip is in good condition, no cracks or breaks.
6. Hold the dropper-top bottle with the dropper tip down (fill the dropper by squeezing the rubber top).
7. The patient should be lying on their side, or tilt the head so the affected ear is uppermost.
8. Then *gently*, for adults, pull the tip of the ear backwards and upwards to open the ear canal.
9. Gently squeeze the bottle, or rubber dropper to allow the correct number of drops to fall into the ear canal. Try not to touch the inside of the ear to avoid contamination.
10. Replace the lid on the bottle straight away.
11. Gently press the small flap over the ear to help the drops to run into the canal.
12. Keep the ear tilted for a few minutes to aid absorption. Straighten the head and wipe away any excess with a clean tissue.
13. Wash hands thoroughly.
14. Store according to instructions from manufacturer/pharmacy label.

