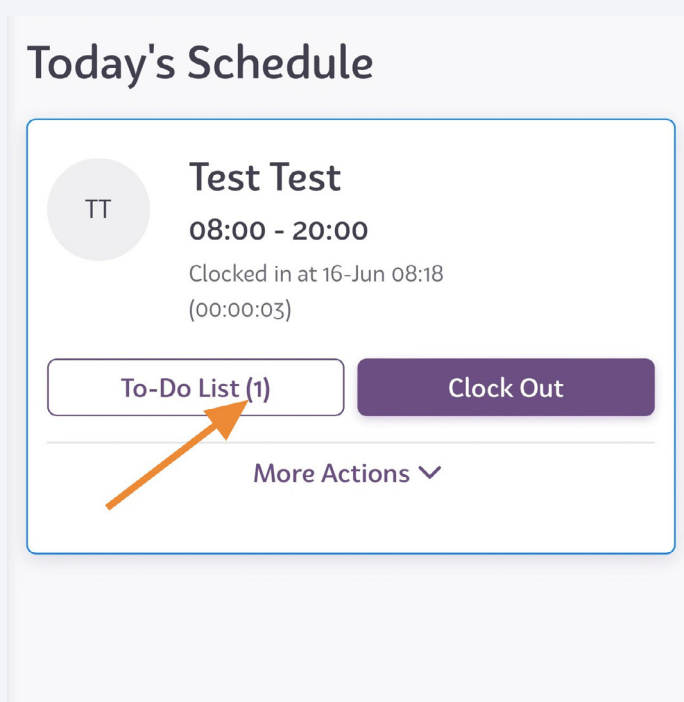


This guide offers clear, step-by-step instructions for using the OneTouch App to administer and record medication, including PRN meds.

Regular Mandatory Medication

- 1 30 minutes before medication is due, a count will show here on the blue task bar:



2 Click here:



Test Test

08:00 - 20:00

Clocked in at 16-Jun 08:18

(00:00:03)

To-Do List (1)

Clock Out

More Actions ▾

3 The full To-Do List will appear.

Click to tick the box for the desired medication(s) to be recorded:

Medication

1 medications to be completed.

M indicates mandatory event, **C** indicates controlled drugs

 The client has PRN medication events scheduled for today. Click here to record if necessary in medication tracker.

☐ 08:00 **M** Due i
Paracetamol for adults

Digital Tasks

0 tasks to be completed



Clicking the "i" (information) symbol beside the medication event reveals additional details:

Time	08:00
Medication	Paracetamol for adults
Dose	
Concentration	5mg
Form	Tablet
Maximum dose within 24hrs	
Route	Orally
Method	
Additional details	Additional Info Test
Repeat Every	1
Minimum gap between doses	

Close

4

With the box(es) ticked, select the status of the event below, "Administered", for example:

Tracker.

☒ 08:00 M Due ⓘ
Paracetamol for adults

- ☐ Administered 
- ☐ Self Administered
- ☐ Not Administered
- ☐ Other

Quantity Administered
0

5

Click to select the sub-status Reason:

Paracetamol for adults

- ☒ Administered
- ☐ Self Administered
- ☐ Not Administered
- ☐ Other

Reason

Quantity Administered

6

Click the reason, such as "Administered" in the example below:

record if necessary in medication tracker.

☒ 08:00 M Due ⓘ

Paracetamol for adults

☒ Administered
☐ Self Administered
☐ Not Administered
☐ Other

Reason
Administered
Parent Administered

7

Specify a number in Quantity Administered:

Reason

Aministered



Quantity Administered

1



Comments *

8

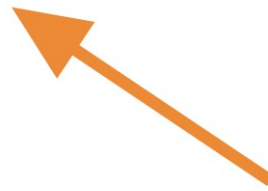
Add a note in the 'Comments' section:

Quantity Administered

1

Comments *

Medication administered successfully.



Save



Failure to add a mandatory medication note will result in the following message:



Missing Information

Comment is required

Close

9

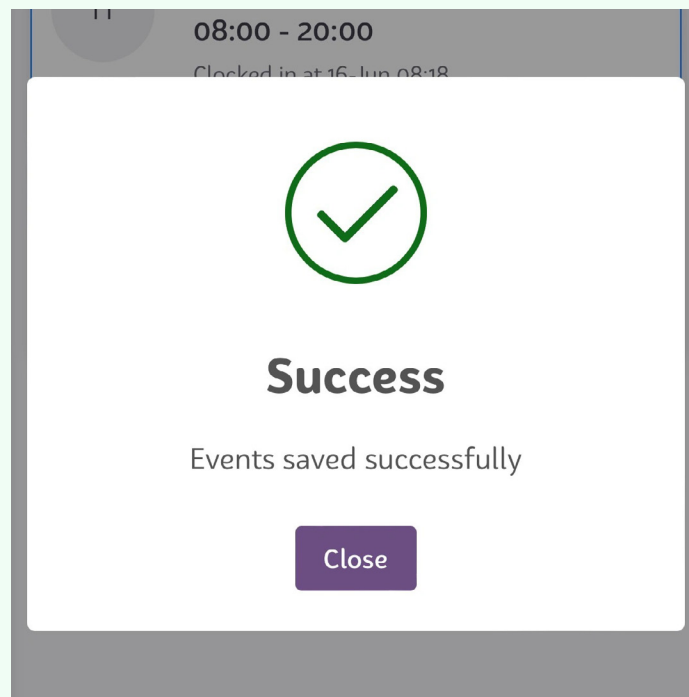
Click "Save":

Medication administered successfully.

Save



The following message will confirm this has been completed successfully, to be reviewed and signed-off by the clinical team:



PRN Medication

10 From the To Do List view, click here:

Medication



0 medications to be completed.



indicates mandatory event,
indicates controlled drugs



The client has PRN medication events scheduled for today. [Click here](#) to record if necessary in medication tracker.

Done

- 11 From the Med Tracker view, click the drop down of the relevant PRN medication:

See more ▾

Medication Events:

M Indicates mandatory events, **C** indicates controlled drugs

< 16/06/2026 >

08:00 **M** Administered ▾
Paracetamol for adults

Any **M** **PRN** ▾
Aspirin for pain relief

- 12 Click to "Action Medication Event":

< 16/06/2026 >

08:00 **M** Administered ▾
Paracetamol for adults

Any **M** **PRN** <
Aspirin for pain relief

Dose	Quantity	Form	Route
	1	Tablet	Orally

Additional Details Action medication event

13 Specify an amount in the 'Quantity' field:

Edit Medication Event

Any

M

PRN

Aspirin for pain relief

Quantity medication administered to client

0

Time

9:03 AM

☐ Administered

☐ Self Administered

☐ Not Administered

☐ Other

Comment *

Save

14 Select the status of the event below, "Administered", for example:

Edit Medication Event

Any

M

PRN

Aspirin for pain relief

Quantity medication administered to client

1

Time

9:03 AM

☒ Administered

☐ Self Administered

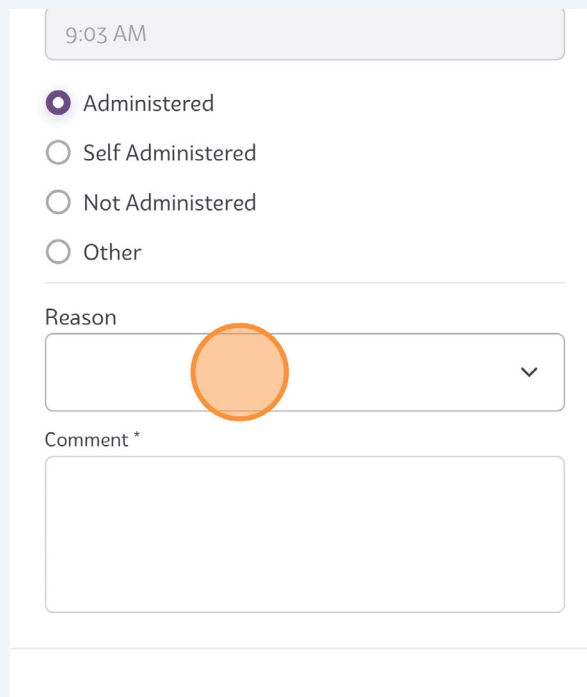
☐ Not Administered

☐ Other

Comment *

Save

15 Click to select the sub-status Reason:



9:03 AM

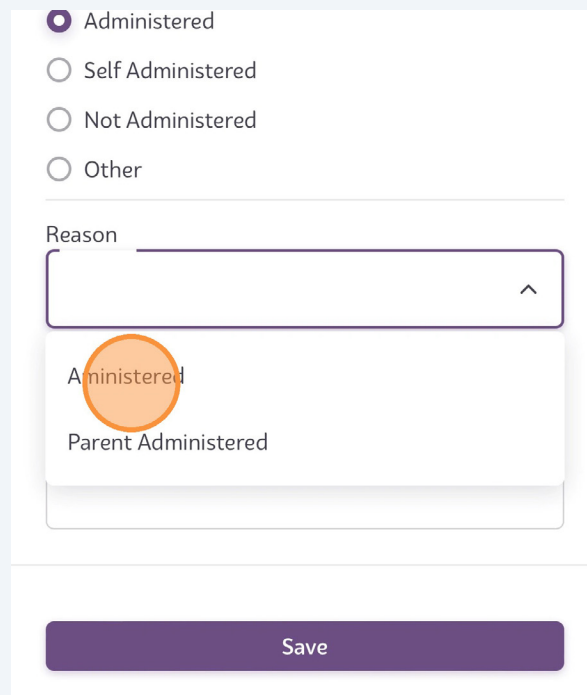
☒ Administered
☐ Self Administered
☐ Not Administered
☐ Other

Reason

▼

Comment *

16 Click the reason, such as "Administered" in the example below:



☒ Administered
☐ Self Administered
☐ Not Administered
☐ Other

Reason

^

Administered
Parent Administered

Save

- 17 Add a note in the 'Comments' section and click "Save":

Reason

Aministered



Comment *

Administered successfully.

Save



The following message will confirm this has been completed successfully:



Success

Event saved successfully

Close