

DK53 04 (SFHCH S1) — Receive and Store Medication and Products

Overview

This standard covers receiving and storing medications and products in a variety of settings, such as hospitals and nursing and residential homes. The medication and products may be from a number of different sources including the individuals who have been prescribed the medication, and from pharmacy. The storage of medication includes stock rotation, maintaining suitable conditions and disposing of out of date stock. It does not include the storage of controlled drugs.

Users of this standard will need to ensure that practice reflects up to date information and policies.

Additional Information

External links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G3 Procurement and commissioning

Performance Criteria — What you do in your job

You must provide evidence to meet all the 13 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

	Performance Criteria	Evidence Number where this criteria has been met
1	Apply standard precautions for infection prevention and control and take other appropriate health and safety measures.	
2	Work within your remit and responsibility.	
3	Ensure the individual understands the need to inform you of any medication they may have.	
4	Ensure the safety of the individuals' medication and care by asking them to hand them over to you for reference to by other staff, and for safe storage.	
5	Record all medication and products received from individuals in the appropriate documents.	
6	Tell the individual what will happen to their medication and products.	
7	Inform other relevant staff about the medication and products received from individuals prior to storage.	
8	Store all medication and products immediately in the appropriate place in line with legal and organisational requirements and record all actions.	
9	Ensure that storage conditions are correct for the type of medicine and are in accordance with the manufacturers recommendations.	

	Performance Criteria	Evidence Number where this criteria has been met
10	Handle all medication safely in accordance with manufacturers instructions and adhering to health and safety practices.	
11	Where applicable, check any stock you have received from other sources against the correct documents and make the appropriate recordings.	
12	Where applicable, rotate stock following agreed procedures, referring to dates of prescription and expiry and dispose of out of date stock or unwanted stock in accordance with Clinical/Corporate Governance requirements.	
13	<p>Where applicable, inform the relevant staff:</p> <p>13.1 if you identify a problem with the receipt and storage of medication or products.</p> <p>13.2 when stocks of medication and products are low and need replenishing.</p>	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 16 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	The current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to receiving and storing medication and products.	
2	Your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance.	
3	The duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer.	
4	The importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence.	
5	The importance of applying standard precautions to the receiving and storing of medication and products and the potential consequences of poor practice.	
6	The various methods of good practice and general hygiene in respect of yourself and storage facilities.	
7	The different places and environmental conditions required for the storage of medication, including why some medications require special storage conditions and others do not.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
8	The importance of not overfilling drug fridges to allow air to circulate freely.	
9	Some categories of medication such as 'over the counter' and 'prescription only'.	
10	The types of problems which may occur during the storage of medication and the appropriate action to take.	
11	The safe methods of handling medication and products.	
12	The procedures for the disposal of out of date, damaged or part used medication and the relevant record keeping.	
13	The consequences of acting outside the limits of your role and competence.	
14	The need to record information in connection with medication storage and security.	
15	The importance of keeping full and accurate records and the consequences if this is not done.	
16	The importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	