

DL4A 04 (SFHCH S2) — Assist in the Administration of Medication

Overview

This standard is about assisting in the administration of medication either to an individual, or as part of a larger process where a 'drug round' may be undertaken. You will always work with other staff within this context whose role is to lead the process and need to work within your own role and area of responsibility.

This activity may be undertaken in a variety of settings, including hospitals, residential and nursing homes, hospices, including the individual's own home. The administration may include medication(s) from various drug categories such as:

- 1 General Sales List
- 2 Pharmacy only
- 3 Prescription only medication

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: HWB5 Provision of care to meet health and wellbeing needs

Performance Criteria — What you do in your job

You must provide evidence to meet all the 14 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 any other relevant health and safety measures.	
2	Check that all medication administration records or protocols are available, up to date and legible with the member of staff leading the process.	
3	Report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate.	
4	Read the medication administration record with the person leading the administration, checking and confirming the medication required, the dose and the route of administration against the record/ protocol, and confirming the expiry date of the medication.	
5	Refer confusing or incomplete instructions back to the relevant member of staff or the pharmacist.	
6	Check and confirm the identity of the individual who is to receive the medication with the person leading the activity and with the individual themselves, using a variety of methods, before the medication is administered.	
7	Contribute to administering the medication to the individual in the appropriate manner, using the correct technique and at the prescribed time according to the care plan.	

	Performance Criteria	Evidence Number where this criteria has been met
8	Assist the individual to be as self-managing as possible and refer any problems or queries to the relevant staff or pharmacist.	
9	Seek help and advice from a relevant member of staff if the individual will not or cannot take the medication.	
10	Check and confirm that the individual actually takes the medication and does not pass medication to others.	
11	Contribute to completing the necessary records relating to the administration of medications legibly, accurately and completely.	
12	Return medication administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times.	
13	Ensure the security of medications throughout the process and ensure all medication is stored in the correct safe place when administration is complete.	
14	Check the stock level of medications and assist in the reordering if necessary and applicable.	

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 18 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 assisting in the administration of medication.	
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 when assisting with the administration of medication and the potential consequences of poor practice.	
6	Why medication should only be administered against the individual's medication administration record and consistent with the prescriber's advice.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
7	Who is responsible within your work setting for checking and confirming that the details and instructions on the medication label are correct for the client and with the medication administration record sheet/protocol.	
8	The actions you should take if you disagree with the person leading the administration of medication.	
9	The instructions for the use of medication on patient information leaflets and manufacturers instructions.	
10	The different routes for the administration of medication	
11	The information which needs to be on the label of a medication and its significance.	
12	The various aids, which can be used to help individuals take their medication.	
13	The importance of communication and different ways in which you can communicate.	
14	The importance of identifying the individual for whom the medications are prescribed.	
15	Why it is vital that you confirm the medication against the prescription/protocol with the person leading the administration before administering it.	
16	The importance of correctly recording your activities as required.	
17	The importance of keeping accurate and up to date records.	
18	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	