

# SFHPHARM29 - SQA Unit Code FA3A 04

## Take a medication history



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### Overview

This standard describes the skills, knowledge and understanding necessary to identify the prescribed and/or purchased medicines and other substances taken by an individual. The competence can be applied in a variety of settings in hospitals and community settings including GP practices. Users of this standard will need to ensure that practice reflects up to date information and policies.

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### Performance criteria

*You must be able to:*

- P1 ensure that you work in accordance with the Standard Operating Procedures at all times
- P2 comply with legal, professional and organisational requirements and guidelines at all times
- P3 ensure that the environment is suitable for open and confidential discussion with the individual or their carer about their medicines
- P4 ensure that all reasonable steps have been taken to minimise any health and safety risks in the environment prior to commencing a discussion with the individual or their carer
- P5 obtain valid consent from the individual or their carer in accordance with Standard Operating Procedures
- P6 communicate with the individual or their carer in an appropriate manner and encourage them to seek information and advice as necessary
- P7 adapt your communication style according to the communication needs of the
- P8 encourage full participation in the assessment by actively listening to the individual, seeking to develop rapport and encouraging the individual to ask questions
- P9 obtain personal details from the individual, their carer or appropriate sources
- P10 identify the medicines and other substances and ascertain from appropriate sources when and how they are taken by the individual
- P11 obtain appropriate information from the individual or their carer about their medicines
- P12 use appropriate sources to identify details of medicines and other substances that have been
  - P12.1 started recently
  - P12.2 stopped
  - P12.3 changed
  - P12.4 used regularly
  - P12.5 used occasionally
  - P12.6 swapped or shared between individuals or their family and friends
- P13 ask the individual or their carer if they have experienced any problems or difficulties with their medication
- P14 report any problems or adverse reactions that the individual may have experienced from their medication in line with Standard Operating Procedures
- P15 establish how the individual is taking their medicines and why
- P16 maintain clear, accurate and legible records in accordance with Standard Operating Procedures, organisational policies and within the scope of

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- your responsibility and practice
- P17 convey information obtained from the individual or their carer to an appropriate person and record outcomes in accordance with Standard Operating Procedures

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### Knowledge and understanding

*You need to know and understand:*

- K1 the basic principles of medicines management
- K2 relevant national and local guidelines, policies, procedures that are available including:
  - K2.1 when they should be used
  - K2.2 how to use them
- K3 how medicines work on the human body and their actions
- K4 the routes of administering medicines
- K5 the different classifications of medicines
- K6 medicines including:
  - K6.1 dosing
  - K6.2 adverse effects
  - K6.3 common drug-drug interactions
  - K6.4 common drug-food interactions
  - K6.5 common drug-disease interactions
  - K6.6 cautions and contra-indications
- K7 the factors which affect the storage of medication including expiry dates
- K8 issues that may affect how medicines are taken including:
  - K8.1 problems with reading
  - K8.2 swallowing difficulties
  - K8.3 dexterity problems
  - K8.4 personal beliefs about taking medicines
- K9 legislation and legal processes relating to valid consent
- K10 the actions to take if valid consent is not obtained
- K11 the importance of involving individuals in taking responsibility and how this can be achieved
- K12 how to create a suitable environment for an open and confidential discussion
- K13 the importance of encouraging individuals to ask questions
- K14 the importance of obtaining full and accurate information about individuals and how this can be achieved appropriate to their need
- K15 the need to work in accordance with Standard Operating Procedures
- K16 the limitations of your scope of practice and when to refer to others
- K17 organisational policies, professional standards and confidentiality
- K18 when and why Patient Medication Records (PMRs) are used
- K19 the importance of maintaining accurate patient records which may be
  - K19.1 written
  - K19.2 electronic
- K20 the importance of maintaining confidentiality of an individual and their medication records

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#### Additional Information

##### External links

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

Dimension: HWB6 Assessment and treatment planning

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**Developed by** Skills for Health

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**Status** Original

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**Originating organisation** Skills for Health

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**Relevant occupations** Health, Public Services and Care; Medicine and Dentistry; Health Professionals; Healthcare and Related Personal Services

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**Suite** Pharmacy

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**Key words** Over the counter medicines, drug.