

About this Unit

This standard covers the administration of medication to individuals and monitoring the effects. This role is complex and will not be the role of all care staff, only those designated to undertake this activity according to their expertise and employers decisions.

The standard applies to all medication used for and by individuals, both prescribed and non-prescribed. This includes immunisation and vaccination. This standard is intended to be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and GP surgeries.

This standard does not cover the use and administration of intra-venous medication.

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

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, what methods you use to check and confirm the identity of individuals and the timing of their medication. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, how you ensure that medication is administered safely and taken by the individual and not passed to others.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
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 administering medication to individuals.	
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 administration of medication to individuals and the potential consequences of poor practice.	
6 The hazards and complications which may arise during the administration of medications and how you can minimise such risks.	
7 The importance of offering effective verbal and non-verbal support and reassurance to individuals, and appropriate ways of doing so, according to their needs.	
8 The importance of communicating effectively and how communication differences may be overcome.	
9 The factors which may compromise the comfort and dignity of individuals during drug administration - and how the effects can be minimised.	
10 The common types of medication and rules for their storage.	
11 The effects of common medication relevant to the individuals condition.	
12 Medications which demand for the measurement of specific clinical measurements and why these are vital to monitor the effects of the medication.	
13 The common adverse reactions to medication, how each can be recognised and the appropriate action(s) required.	
14 The common side effects of the medication being used.	
15 The different routes of medicine administration.	

DK2X 04 (CHS3) Administer medication to individuals

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
16 The information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information.	
17 The various aids to help individuals take their medication.	
18 The types, purpose and function of materials and equipment needed for the administration of medication via the different routes.	
19 The factors which affect the choice of materials and equipment for the administration of medication to individuals.	
20 How to read prescriptions/medication administration charts to identify: (a) the medication required (b) the dose required (c) the route for administration (d) the time and frequency for administration	
21 How to prepare the medication for administration using a non-touch technique.	
22 How you would check that the individual had taken their medication.	
23 How you dispose of different medications.	
24 The importance of correctly recording your activities as required.	
25 The importance of keeping accurate and up-to-date records.	
26 The importance of immediately reporting any issues, which are outside your own sphere of competence without delay to the relevant member of staff.	

DK2X 04 (CHS3) Administer medication to individuals

Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Apply standard precautions for infection prevention and control and any other relevant health and safety measures.							
2	Check that all medication administration records or protocols are available, up-to-date and legible.							
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 or medication information leaflet accurately, referring any illegible directions to the appropriate member of staff before administering any medication.							
5	Check and confirm the identity of the individual who is to receive the medication with the individual themselves, and your assistant (if applicable), using a variety of methods, before administering medication.							
6	Check that the individual has not taken any medication recently and be aware of the appropriate timing of medication.							
7	Obtain the individuals valid consent and offer information, support and reassurance throughout, in a manner which encourages their co-operation and which is appropriate to their needs and concerns.							
8	Select, check and prepare correctly the medication according to the medication administration record or medication information leaflet.							
9	Select the route for the administration of medication, according to the patient's plan of care and the drug to be administered, and prepare the site if necessary.							
10	Safely administer the medication: (a) following the written instructions and in line with legislation and local policies (b) in a way which minimises pain, discomfort and trauma to the individual (c) report any immediate problems with the administration							

DK2X 04 (CHS3) Administer medication to individuals

Performance Criteria	DO	RA	EW	Q	P	WT	PD
11 Check and confirm that the individual actually takes the medication and does not pass medication to others.							
12 Monitor the individual's condition throughout, recognise any adverse reactions and take the appropriate action without delay.							
13 Clearly and accurately enter relevant information in the correct records.							
14 Maintain the security of medication throughout the process and return it to the correct place for storage.							
15 Monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff.							
16 Dispose of out of date and part-used medications in accordance with legal and organisational requirements.							
17 Return medication administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times.							

DO = Direct Observation
 EW = Expert Witness
 PD = Professional Discussion

RA = Reflective Account
 P = Product (Work)

Q = Questions
 WT = Witness Testimony

To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: