



Higher National Unit Specification

General information for centres

Unit title: Administration of Medication

Unit code: F9D9 34

Unit purpose: This Unit is designed to provide candidates with the knowledge required to prepare for, administer and monitor the effects of medication on individuals. It will also enable understanding of how to record, store and dispose of medicines correctly. Candidates will become more familiar with adverse reactions and how to respond to emergency situations. To enable candidates to complete this Unit they can be working in a variety of care services including residential, day care, community settings and individual's own homes.

On completion of the Unit the candidate should be able to:

- 1 Understand the procedures and principles of medicine management.
- 2 Describe the signs and symptoms of adverse reactions to medication.
- 3 Explain the principles of safe administration of medication.

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: It is anticipated that candidates will be employed, paid or voluntary within an organisation in a health or social care setting. It is recommended that candidates should have appropriate experience within the care sector and good communication skills. This could be evidenced by a qualification at SCQF level 5 or above. The skills to undertake this Unit could also be demonstrated through an employer's reference or the process of application and interview in the absence of certificated learning.

Core Skills: There are opportunities to develop the Core Skills of *Communication, Problem Solving, Numeracy* and *Working with Others* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

General information for centres (cont)

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

The Assessment Support Pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Assessment: In order to achieve this Unit, candidates are required to present sufficient evidence that they have met all the knowledge and skills requirements for each Outcome. Details of these requirements are given for each Outcome; an integrated approach to assessment is encouraged.

An understanding of both theories and their relation to practice are required, therefore assessment must include both the requirement to identify issues and the opportunity to relate these to practice.

Candidates are asked to write about real work practice and are expected to produce evidence relating to the role and function of a care worker in the administration of medication.

Higher National Unit specification: statement of standards

Unit title: Administration of Medication

Unit code: F9D9 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Outcome 1

Understand the procedures and principles of medicine management

Knowledge and/or skills

- ◆ Care principles and values
- ◆ Consent to treatment
- ◆ Standards and codes of practice
- ◆ Care planning, risk management and protection
- ◆ Compliance with medication guidelines
- ◆ Storage and handling of medicines
- ◆ Medication recording and reporting

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ define and describe the care principles and values that apply in providing individual's receiving treatment with support and reassurance in an appropriate manner
- ◆ evaluate the role and function of care planning in relation to medication including obtaining consent
- ◆ identify the legal requirements for the handling and storage of medication
- ◆ describe three types of storage for medication
- ◆ complete medication administration records or protocols accurately in line with organisational and legal requirements, policies and procedures.

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 2 and 3 as part of a single assessment for the Unit, details of which are given under Outcome 3.

Higher National Unit specification: statement of standards (cont)

Unit title: Administration of Medication

Outcome 2

Describe the signs and symptoms of adverse reactions to medication

Knowledge and/or skills

- ◆ Risk management prior to and during administration of medication
- ◆ Physiological measurements
- ◆ Signs and symptoms of allergic reactions
- ◆ Dangers of adverse reactions
- ◆ Hygiene and infection control

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify and describe procedures used to monitor the individual's condition
- ◆ describe two physiological measurements used to monitor the effects of medication
- ◆ explain two possible allergic reactions to medication
- ◆ explain the appropriate action required if adverse reaction occurs
- ◆ describe two potential consequences of poor hygiene and infection control in the administration of medication

Assessment guidelines

The assessment of this Outcome can be combined with Outcomes 2 and 3 as part of a single assessment for the Unit, details of which are given under Outcome 3.

Higher National Unit specification: statement of standards (cont)

Unit title: Administration of Medication

Outcome 3

Explain the principles of safe administration of medication

Knowledge and/or skills

- ◆ Types of medication
- ◆ Routes, dosage, timing and frequency
- ◆ Preparation of medication, including self medication
- ◆ Equipment for the safe administration of medication
- ◆ Disposal of medicine and equipment
- ◆ Medication errors
- ◆ Establishing that medicine is taken
- ◆ Medical and Legal implications — refusal of medication, covert medication

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify and explain safe practice in preparing for the administration for three types of medication including self medicating
- ◆ describe three routes for the administration of medication; include dosage, timing and frequency.
- ◆ identify the equipment required for the safe administration of two types of medication
- ◆ describe the procedures for disposal of unused medicine and equipment
- ◆ describe the procedure for reporting medication errors
- ◆ explain the process used to check and confirm that the individual actually takes the medication
- ◆ explain the medical and legal implications of both refusal to take medication and covert medication.

Assessment guidelines

It is recommended that assessment for this Unit is integrated for all Outcomes. The assessment should be based on practical work undertaken by the candidate and this could contribute towards the assessment for the Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3).

Assessment could be a case study assignment of 2,000–2,500 words in which the candidate explains their work with individual(s) in relation to the Evidence Requirements.

For candidates undertaking this Unit stand alone an integrated case study of approximately 2,000–2,500 words containing evidence of reading and research which relates to the Evidence Requirements would be appropriate.

Administrative Information

Unit code: F9D9 34
Unit title: Administration of Medication
Superclass category: PH
Original date of publication: August 2010
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History of Changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Administration of Medication

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

The Unit is primarily intended for those who, in their job role and function, assist individuals with their medication needs. The Unit forms part of the Professional Development Award (PDA) Health and Social Care: Administration of Medication at SCQF level 7 and is a knowledge based Unit to complement the practical Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3).

The Unit has been designed to assist candidates to gain the knowledge required to prepare for, administer and monitor the effects of medication on individuals. It will also enable them to understand how to record, store and dispose of medicines correctly. They will become more familiar with adverse reactions to medication and how to respond to emergency situations.

The Unit focuses on the administration of medication and is not concerned with dispensing medicines as this is a role which is located within other disciplines.

If this Unit is delivered as part of the Professional Development Award (PDA) Health and Social Care: Administration of Medication at SCQF level 7, it is recommended that it be taught and assessed prior to the candidate undertaking the practical Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3). It is important that the candidates gain an understanding of the theoretical concepts, legislation and procedures and that they understand the principles and processes of medicine management before they undertake the assessment of their practice which is contained within the SVQ Unit.

Outcome 1 — Understand the procedures and principles of medicine management

Links to DK2X 04 (HSC375/CHS3) Knowledge points 1a, 2, 3, 5, 6, 7, 8, 23, 24.

Outcome 2 — Describe the signs and symptoms of adverse reactions to medication

Links to DK2X 04 (HSC375/CHS3) Knowledge points 3, 4, 5, 11, 12, 13, 25.

Outcome 3 — Explain the principles of safe administration of medication

Links to DK2X 04 (HSC375/CHS3) Knowledge points 1b, 1c, 9, 10, 14, 15, 16, 17, 18, 19a, b, c, d., 20, 21, 22.

In Outcome 1 Candidates will consider the procedures and principles of medicine management. In order to achieve this they should know and understand the relationship between the social care values and principles of care and be able to apply these in their thinking, planning and practice when administering all types of medication. They should learn about the rights and expectations of individuals' receiving the service and those who are caring for them. They should understand the meaning of consent to treatment and how this relates to social care values and principles. They should also understand the care standards and codes of practice relevant to their area of practice.

Candidates should be familiar with the medication guidelines issued by the Scottish Commission for the Regulation of Care and understand the role of these in relation to care planning, risk management and the protection of the individual.

Higher National Unit specification: support notes (cont)

Unit title: Administration of Medication

This should include knowledge and understanding of the role of care planning and how care plans are used in their area of practice. They should examine their role in ensuring care plans are updated regularly and accurately and be able to explain and evaluate how well new information is validated and shared appropriately with colleagues.

Risk assessment policies procedures and processes should also be examined to ensure that the workers role and function in the administration of medication is clear and that provision for administration of medication is identified within the individual's risk assessment.

Candidates should also know about the relevant Protection from Harm and Abuse legislation and how the administration of medication relates to this legislation.

Candidates should be encouraged to explore their own practice in terms of factors which could compromise the dignity of the individual during the process of drug administration. They should also know and understand the medical and legal regulations regarding the handling and storage of medicines and the importance of accurate up-to-date medication records. In order to achieve this they should consider their own job role and function and how this relates to the job role and function of other professionals and key people involved in the care of the individual.

Resources available for this Outcome include:

<http://www.infoscotland.com/nationalcarestandards/21.html> link to Care Standards

<http://www.cebm.net/> link to the centre for evidence based medicine

http://www.skillsforcare.org.uk/developing_skills/selfcare/self_care.aspx

www.carecommission.com

www.sssc.uk.com

(Information correct as at April 2010)

In Outcome 2 Candidates will learn about the signs and symptoms of adverse reactions to medication. They should be able to describe the signs and symptoms of adverse and allergic reactions and know how to monitor individuals in order to watch for and identify any negative reactions.

In order to accomplish this they should know about any anticipated side effects which are identified in the medicine leaflets provided, and be clear about their own role in monitoring the individual's condition linking this back to their recording and reporting procedures. They should have a basic working knowledge of medications which demand the measurement of specific physiological measurements and why these must be monitored in order to identify the effects of the medication.

Candidates should be aware of their own organisational procedure for the reporting of medication errors and understand their role in adhering to these. They should understand the importance of working in partnership with other agencies involved in the care of the individual eg the Pharmacist, G.P. Community Nurse, CPN. They should clearly understand that medical help must be sought immediately in any emergency situation, and know how to follow their own organisational procedures.

Higher National Unit specification: support notes (cont)

Unit title: Administration of Medication

Candidates should know and understand how to manage risk prior to, during and following the administration of medication; this should include understanding the importance of hygiene, infection control and monitoring. They should be able to describe and explain the implications of poor practice in these areas.

Resources available for this Outcome include:

www.questhealthlibrary.com

www.nhsdirect.nhs.uk

http://www.carecommission.com/index.php?option=com_contentand task=blogcategoryand id=62and Itemid=161 Healthcare Guidance available from Scottish Commission for the Regulation of Care

(Information correct as at April 2010)

In Outcome 3 Candidates should bring together their learning from Outcomes 1 and 2 and become aware of how to understand and apply the principles of safe administration of medication in their own practice.

Their learning should include understanding types of medication, dosage requirements, routes for the administration of medicine, and the importance of time and frequency. These are areas which specifically relate to knowledge points from the Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3). Candidates undertaking the full PDA should also be encouraged to look at the Scope of this Unit and identify which aspects of it relate to their specific job role and function.

Candidates should also be made aware of the Scottish Commission for the Regulation of Care information sheet for the use of dosage systems in relation to the service area they are working.

In order to prepare for the practical application of their knowledge and skills they should learn the importance of good preparation in the administration of medication, the identification of the equipment needed and used in a range of medicines, how to dispose of unused medicine and equipment. They should also know and understand the procedure for and the process to follow in the event of any medication error.

Candidates should also cover the process used within their work setting to ensure that medication has been taken and in regard to the self administration of medication, they should understand the issues for consideration, discuss the advantages of compartmental compliance aids which act as a visual prompt/reminder for individual's to take their medication, and enable them to manage their own medication. They should understand that these are particularly useful where the individual has a complex drug regime and how devices can help to promote independence and that their importance should not be underestimated as they can also act as a visual prompt for carers to show that self-administration has been taken.

In the last section of their learning, candidates should learn about and understand the medical, legal and moral implications of refusal of medication and should be clear about their organisations policy/procedure on how to record when an individual refuses to take prescribed medication.

In relation to the use of Covert Medication: candidates should know the legal definition of covert medication; understand their organisational policy and guidance in this area as it relates to their job role and function.

Higher National Unit specification: support notes (cont)

Unit title: Administration of Medication

The following websites give access to further information in support of this Unit.

www.carecommission.com

<http://www.mwscot.org.uk/web/FILES/Publications/covertmedication.pdf>

http://www.carecommission.com/index.php?option=com_contentand task=viewand id=4728and Itemid=161

<http://www.carecommission.com/images/stories/documents/publications/reviewsqualitycare/>

<http://www.hris.org.uk/patient-information/information-about-health-rights/the-nhs-and-you/>

(Information correct at April 2010)

Candidates should be given information and guidance on the meaning of administration of medication. The Scottish Commission on the Regulation of Care has produced an information sheet entitled Authorisation to Administer Medicines (2008) this contains useful and relevant information, clarifies the legal position and identifies best practice.

Candidates undertaking the Group Award for the PDA should be made aware of the following Scope from the Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3) and be able to identify which aspects of the scope are relevant to their own specific work role and function.

Adverse reactions: swelling; allergic skin reaction; tachycardia/bradycardia; anaphylaxis; hypertension/hypotension; pain on injection.

Equipment: medicine trolley; medicine pots; spoons; syringes; containers; wipes; drinking glasses; water jug; disposal bag; medication administration record sheets/charts.

Immediate problems: refusal to take medication; inability to take the medication eg nil by mouth; asleep; collapse; anaphylaxis.

Methods: verbally with the individual; using other communication methods; identification bracelet.

Physiological measurements: blood pressure possibly lying and standing; pulse rate; temperature; respiratory rate some of these will be taken before administration; others will be taken after; monitored before; monitored after.

Routes: oral; topical including skin creams; eye/ear or nasal drops; inhaled; for injection intra-muscular/sub-cutaneous.

Standard precautions and health and safety measures: including hand washing/cleansing before, during and after the activity; the use of **personal protective clothing** and **additional protective equipment**; handling **contaminated** items; disposing of waste; safe moving and handling techniques and untoward incident procedures.

Storage conditions: security; temperature; light; and issuing and accounting for drugs.

Higher National Unit specification: support notes (cont)

Unit title: Administration of Medication

Guidance on delivery and assessment

Given that the Unit is based on knowledge which relates to specific practice, centres should set timescales for completion which are flexible and suit the requirements of the individual candidates and their professional areas.

It is recommended that the Outcomes be assessed together in an integrated approach however it is imperative that regardless of the extent of integration, the Evidence Requirements for the Unit are met in full.

The facilitation of learning for the award should be through a range of approaches including face-to-face inputs, blended and other forms of directed and self-directed learning.

The delivery mechanisms adopted by centres should be flexible to allow comprehensive access and participation, including distance and e-learning. An Outcomes-based approach, centred round the learning needs of the individual, may best meet the requirement for flexible delivery. The delivery of the Unit must take account of its practical nature and of the occupational backgrounds of candidates.

At the outset, centres should make candidates aware of the requirements of the award, including the need to gather evidence, critically analyse and evaluate and report on their experiences. They should also inform candidates at the outset about the type of evidence they have to provide in order to complete the Unit successfully. It is likely that delivery of the Unit will involve some initial orientation and briefing sessions after which candidates should take some responsibility for their own independent learning. Centres should make suitable arrangements to support and guide candidates throughout. This could involve regular meetings with candidates on an individual basis or in groups or through web based discussion.

Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Communication*, *Problem Solving*, *Numeracy* and *Working with Others* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Communication (at SCQF level 5): could be evidenced through recording/reporting and use of effective communication. Communication skills could be practiced and developed through discussion, information sharing and assignment writing.

Working with Others (at SCQF level 5): could be developed through working as part of a team, participating in team meetings, interactions with other staff involved in the delivery of the service and service users.

Problem Solving (at SCQF level 5) could be developed through explanations of how the candidate dealt with issues relating to medications and the need to protect individuals from harm and abuse.

Numeracy (at SCQF level 5): could be evidenced through the recording of medication, taking of measurements, recording and reporting on medication.

Higher National Unit specification: support notes (cont)

Unit title: Administration of Medication

Open learning

This Unit would lend itself to some form of distance learning. However, this would require to be managed effectively with the organisation to ensure the authenticity of the candidate's work. The portfolio would require to be supervised by a responsible person. The evidence must be clearly recorded (by use of checklists) for the assessor so that sufficiency and authenticity can be assured.

For further information on open learning arrangements please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning*, which is available on SQA's website:

www.sqa.org.uk

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website

www.sqa.org.uk/assessmentarrangements

General information for candidates

Unit title: Administration of Medication

This Unit has been designed to provide you with the knowledge required to prepare for, administer and monitor the effects of medication on individuals. It will enable understanding of how to record store and dispose of medicines correctly. In addition, you will learn about adverse reactions and how to respond to emergency situations.

Outcome 1 Understand the procedures and principles of medicine management

In this Outcome you will look at the role of care principles and values in giving consideration to the rights and expectations of the individuals you support. You will consider these rights in relation to consent to treatment, care planning, risk assessment and protection from harm. You will look in detail at the codes of practice for your area of care and learn the importance of accurate up-to-date medication recording and reporting. You will also have the opportunity to evaluate the effectiveness of your own organisations care planning, recording and reporting procedures and processes.

Outcome 2 Describe the signs and symptoms of adverse reactions to medication

In this Outcome you will learn about adverse reactions including allergic reactions and the appropriate action to take in these circumstances. You will also study infection control and hygiene and how to minimise, manage and prevent risk before, during and after administering medication. You will look at types of physiological measurements and the role these play in assisting in your monitoring of individuals.

Outcome 3 Explain the principles of safe administration of medication

In this Outcome you will learn about types of medication, dosage, routes of administration, timing and frequency, preparation of medication, equipment for the safe administration of medication and disposal of unused medicines and medication errors. You will also learn about the areas of refusal to take medication and the use of covert medication through gaining an understanding of legislation, policy guidelines and procedures which inform good practice.

The assessment for this Unit may take the form of a case study in which you may refer to your own work practice in administering medication to individuals and identify, describe and explain the knowledge you have gained in each of the Outcomes.

This knowledge based Unit complements the practical Unit Administer Medication to Individuals DK2X 04 (HSC375/CHS3). You may undertake this Unit as part of the Professional Development Award Health and Social Care: Administration of Medication at SCQF level 7. If you have previously achieved the SVQ Unit as part of the SVQ Health and Social Care level 3 award you may choose to undertake this Unit for Continuous Professional Development purposes.

Where you are studying this Unit as part of the group award Health and Social Care: Administration of Medication you will also be undertaking the SVQ Unit Administer Medication to Individuals.

Your job role will involve you in administering medication in social services and related settings, examples of possible job titles include residential care workers, support workers and day care workers in services for older people, children and young people, mental health, care at home and housing support, personal assistants.

General information for candidates (cont)

Unit title: Administration of Medication

The following websites give access to further information in support of this Unit.

www.carecommission.com

<http://www.mwscot.org.uk/web/FILES/Publications/covertmedication.pdf>

http://www.carecommission.com/index.php?option=com_content&task=view&id=4728&Itemid=161

http://www.carecommission.com/images/stories/documents/publications/reviews_of_quality_care/

<http://www.hris.org.uk/patient-information/information-about-health-rights/the-nhs-and-you/>

Information correct at April 2010