

## **HSC221 Assist in the administration of medication (Level 2)**

### **Elements of Competence**

**HSC221a** Prepare for the administration of medication to individuals

**HSC221b** Assist in and record the administration of medications

### **About this unit**

For this unit you need to assist 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.

### **Scope**

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Appropriate manner** covers: slowly, from a spoon or medication pot for oral medication, without handling the drug yourself

**Equipment** may include: drugs trolley; medication pots; spoons; syringes; water jugs; drinking glasses; prescription charts; disposal bags; medication bottles and packets

**Methods** may include: verbally, by using other appropriate communication e.g. Makaton, by using identity bracelets

**Person leading the administration** may include: a more senior member of staff such as a registered nurse in all contexts, registered midwife, social worker

**Relevant staff** may include: person in charge; nurse; midwife; social worker; midwife; doctor; pharmacist

**Standard precautions and health and safety measures** including handwashing/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.

Your **knowledge and understanding** for this unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (e.g. whether you have responsibility to support the work of others); the individuals, key people<sup>1</sup> and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

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<sup>1</sup> If you are working with children and young people the term “individuals” covers children and young people and “key people” covers parents, families, carers, friends and others with whom the child/young person has a supportive relationship

### **Values underpinning the whole of the unit**

The values underpinning this unit have been derived from the key purpose statement<sup>2</sup>, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. If you are working with children and young people they can be found in the principles of care unit HSC34. If you are working with adults they can be found in HSC35. To achieve this unit you must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

This unit is directly transferable to Health national occupational standard CHS2

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<sup>2</sup> The key purpose identified for those working in health and social care settings is “to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care”

## Key Words and Concepts

This section provides explanations and definitions of the key words and concepts used in this unit. 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. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

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<b>Additional protective equipment</b>	Includes: types of personal protective equipment such as visors, protective eyewear and radiation protective equipment
<b>Contaminated</b>	Includes: items 'contaminated' with body fluids, chemicals or radionucleatides. Any pack/item opened and not used should be treated as contaminated
<b>Individuals</b>	The person for whom the medication has been ordered / prescribed. This could be adults and/or children depending upon the care setting in which you work
<b>Medication administration record and/or drug protocols</b>	Denotes the term used for the documentation on which the medication has been ordered/prescribed – this will vary across care settings and environments, such as hospital and community settings, including medications prescribed by GPs and dispensed by community pharmacists where the instructions will be found on the medication packaging
<b>Personal protective clothing</b>	Includes items such as plastic aprons, gloves - both clean and sterile, footwear, dresses, trousers and shirts and all in one trouser suits. These may be single use disposable clothing or reusable clothing
<b>Standard precautions and health and safety measures</b>	A series of interventions which will minimise or prevent infection and cross infection; including handwashing/cleansing before during and after the activity and the use of personal protective clothing and additional protective equipment when appropriate

**HSC221a** Prepare for the administration of medications to **individuals**

**Performance Criteria**

You need to show that,

1. you check that all medication administration records or protocols are available, up to date and legible with the member of staff leading the process
2. you report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate
3. you check the stock level of medications and assist in the re-ordering if necessary and applicable
4. you 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. you refer confusing or incomplete instructions back to the relevant member of staff or the pharmacist
6. you 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

**HSC221b** Assist in and record the administration of medications

**Performance Criteria**

You need to show that,

1. you apply **standard precautions** for infection control any other relevant **health and safety measures**
2. you 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
3. you assist the individual to be as self-managing as possible and refer any problems or queries to the relevant staff or pharmacist
4. you seek help and advice from a relevant member of staff if the individual will not or cannot take the medication
5. you check and confirm that the individual actually takes the medication and does not pass medication to others
6. you contribute to completing the necessary records relating to the administration of medications legibly, accurately and completely
7. you return **medication administration records** to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times
8. you ensure the security of medications throughout the process and ensure all medication is stored in the correct safe place when administration is complete

## **Knowledge Specification for the whole of 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 show that you know, understand and can apply in practice:

### **Legislation and organisational policy and procedures**

1. a factual awareness of the current European and National legislation, national guidelines and local policies and protocols which affect your work practice in relation to assisting in the administration of medication
2. a working understanding of your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols

### **Theory and practice**

3. a factual awareness of the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
4. a working understanding of the importance of applying standard precautions and the potential consequences of poor practice
5. a working understanding of why medication should only be administered against the individual's medication administration record and consistent with the prescriber's advice
6. a working understanding of 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
7. a working understanding of the actions you should take if you disagree with the person leading the administration of medication
8. a working understanding of the instructions for the use of medication on patient information leaflets and manufacturers' instructions

### **Procedures and techniques**

9. a working understanding of the different routes for the administration of medication
10. a working understanding of the information which needs to be on the label of a medication and its significance

### **Care and support**

11. a working understanding of the various aids, which can be used to help **individuals** take their medication.
12. a working understanding of the importance of communication and different ways in which you can communicate
13. a working understanding of the importance of identifying the individual for whom the medications are prescribed
14. a working understanding of why it is vital that you confirm the medication

against the prescription/protocol with the person leading the administration before administering it

***Reporting, recording and documentation***

15. a working understanding of the importance of correctly recording your activities, as required
16. a working understanding of the importance of keeping accurate and up to date records
17. a working understanding of the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff