

HSC236 Receive and store medication and products (Level 2)

Elements of Competence

HSC236a Receive medication and products

HSC236b Store medication and products

About this unit

For this unit you need to be able to receive and store medications and products in a variety of settings, such as hospitals and nursing and residential homes. The medication and products may be from a number of different sources including the individuals who have been prescribed the medication, and from pharmacy.

The storage of medication includes stock rotation, maintaining suitable conditions and disposing of out of date stock.

It does not include the storage of Controlled Drugs.

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 documents include: individuals' records; stock books; order requisitions

Medication and products may include: oral medication (tablets and liquids); inhaled medication; eye; nasal and ear preparations; rectal/vaginal preparations; topical (e.g. creams, ointments); injections; self remedies.

Relevant staff include: person in charge; nurse; ward manager; home manager; social worker; pharmacist (hospital or community).

Standard precautions 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 include: room temperature; refrigerated (i.e. 2-8 degrees); secured (e.g. in locked cupboard); in-patients secured locker - for self administration purposes)

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice applicable to your job; your work activities; the job you are doing (e.g. domiciliary, residential care, hospital settings) and the individuals you are working with.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement¹, 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. They can be found in the principles of care unit HSC24. To achieve this unit you must demonstrate that you have applied the

¹ 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"
A6.8 level 2

principles of care outlined in unit HSC24 in your practice and through your knowledge.

This unit is directly transferable to Health national occupational standard CHS1

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.**

Additional protective equipment

Types of personal protective equipment such as visors, protective eyewear and radiation protective equipment

Contaminated

Includes: items 'contaminated' with body fluids, chemicals or radionucleatides.

Any pack/item opened and not used should be treated as contaminated

Individual Medication

Adults and/or children in any care setting

Any medication, including homeopathic and herbal, prescribed for or bought over the counter by, or for, the individual

Personal protective clothing

Items such as plastic aprons, gloves - both clean and sterile, eyewear, footwear, dresses, trousers and shirts and all in one trouser suits and gowns.

These may be single use disposable clothing or reusable clothing

Standard precautions

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

HSC236a Receive medicines and products

Performance Criteria

You need to show that,

1. you apply **standard precautions** for infection control and take other appropriate **health and safety measures** when receiving medicines and products
2. you work within your remit and responsibility
3. you ensure the **individual** understands the need to inform you of any medication they may have
4. you ensure the safety of the individuals' medication and care by asking them to hand them over to you for reference to by other staff, and for safe storage
5. you record all medication and products received from individuals in the appropriate documents
6. you support individuals to understand what will happen to their medication and products
7. you inform other relevant staff about the **medication** and products received from individuals prior to storage

HSC236b Store medication and products

Performance Criteria

You need to show that,

1. you handle all medication safely in accordance with manufacturers instructions and adhering to health and safety practices
2. you store all medication and products immediately in the appropriate place in line with legal and organisational requirements and record all actions
3. you ensure that storage conditions are correct for the type of medicine and are in accordance with the manufacturers recommendations
4. you check any stock you have received from other sources such as pharmacy against the appropriate documents and make the appropriate recordings
5. you rotate stock following agreed procedures, referring to dates of prescription and expiry and dispose of out of date stock or unwanted stock in accordance with the legal and organisational requirements
6. you inform the relevant staff:
 - if you identify a problem with the storage of medication or products
 - when stocks of medication and products are low and need replenishing
7. you record all activities in the appropriate documents clearly and accurately

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 receiving and storing medication and products
2. a working understanding of your responsibilities and accountability in relation to the current European and national legislation 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 the various methods of good practice and general hygiene in respect of yourself and storage facilities
6. a working understanding of the different places and environmental conditions required for the storage of medication, including why some medications require special storage conditions and others do not
7. a working understanding of the importance of not overfilling drug fridges to allow air to circulate freely

Materials and equipment

8. a working understanding of some categories of medication such as “over the counter” and “prescription only”
9. a working understanding of the types of problems which may occur during the storage of medication and the appropriate action to take

Procedures and techniques

10. an in-depth understanding of the safe methods of handling medication and products
11. an in-depth understanding of the procedures for the disposal of out of date, damaged or part used medication and the relevant record keeping
12. a working understanding of the consequences of acting outside the limits of your role and competence

Records and documentation

13. a working understanding of the need to record information in connection with medication storage and security
14. a working understanding of the importance of keeping full and accurate records and the consequences if this is not done
15. 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