

HSC375 Administer medication to individuals (Imported unit)

Elements of Competence

HSC375a Prepare to administer medication to individuals

HSC375b Administer, report on and monitor individual's medication

About this unit

For this unit you need to prepare for, administer and monitor the effects of medication on individuals. You will also have to be able to record on and store medications correctly. The unit applies to all medication used for and by individuals, both prescribed and non-prescribed. This unit 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. It does not cover the use and administration of intra-venous medication.

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.

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

Appropriate action may include: call for help; deal with collapse

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

Immediate problems may include: refusal to take medication; inability to take the medication e.g. nil by mouth; asleep; collapse; anaphalaxis

Methods (check identity) may include: verbally with the individual; using other communication methods; identification bracelet

Physiological measurements may include: 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

Relevant staff may include: person in charge (e.g. nurse, midwife, social worker); pharmacist; medical staff

Routes may include: 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 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

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

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 people¹ and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement², 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 CHS3

¹ 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

² 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.**

Additional protective equipment	Includes: 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
Individuals	The person who is to receive the medication, this might be an adult or child
Medication administration record	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
Medication information leaflet	Contained inside bought and some prescribed medications
Personal protective clothing	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
Standard precautions and health and safety measures	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

HSC375a Prepare to administer medication to **individuals**

Performance Criteria

You need to show that,

1. you apply **standard precautions** for infection control, any other relevant **health and safety measures**
2. you check that all **medication administration records** or protocols are available, up to date and legible
3. you report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate
4. you 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. you 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. you check that the individual has not taken any medication recently and be aware of the appropriate timing of medication
7. you obtain the individual's 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. you select, check and prepare correctly the medication according to the medication administration record or medication information leaflet.

HSC375b Administer, report on and monitor individual's medication

Performance Criteria

You need to show that,

1. you 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
2. you safely administer the medication
 - following the written instructions and in line with legislation and local policies
 - in a way which minimises pain, discomfort and trauma to the individual
3. you report any immediate problems with the administration
4. you check and confirm that the individual actually takes the medication and does not pass medication to others
5. you monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay
6. you clearly and accurately enter relevant information in the correct records

7. you maintain the security of medication throughout the process and return it to the correct place for storage
8. you monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
9. you dispose of out of date and part-used medications in accordance with legal and organisational requirements
10. you return medication administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times

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 the administration of medication, including:
 - drug storage (such as medical and legal regulations, local pharmacy policy)
 - drug handling, preparation and administration
 - health and safety when dealing with drugs (e.g. COSHH)
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 to the administration of medication and the potential consequences of poor practice, including safe methods of handling and disposing of hazardous equipment and materials, such as sharps and medication
5. a working understanding of the hazards and complications which may arise during the administration of medications and how you can minimise such risks

Care and support

6. a working understanding of the importance of offering effective verbal and non-verbal support and reassurance to individuals, and appropriate ways of doing so, according to their needs
7. a working understanding of the importance of communicating effectively and how communication differences may be overcome
8. a working understanding of the factors which may compromise the comfort and dignity of individuals during drug administration - and how the effects can be minimised

Pharmacology

9. a working understanding of the common types of medication and rules for their storage
10. a working understanding of the effects of common medication relevant to the individual's condition
11. a working understanding of medications which demand for the measurement of specific physiological measurements and why these are

vital to monitor the effects of the medication

12. a working understanding of the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required
13. a working understanding of the common side effects of the medication being used
14. a working understanding of the different routes of medicine administration
15. a working understanding of the information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information

Materials and equipment

16. a working understanding of the various aids to help individuals take their medication
17. a working understanding of the types, purpose and function of materials and equipment needed for the administration of medication via the different routes
18. a working understanding of the factors which affect the choice of materials and equipment for the administration of medication to individuals

Procedures and techniques

19. a working understanding of how to read prescriptions/medication administration charts to identify:
 - the medication required
 - the dose required
 - the route for administration
 - the time and frequency for administration
20. a working understanding of how to prepare the medication for administration using a non-touch technique
21. a working understanding of how you would check that the individual had taken their medication
22. a working understanding of how you dispose of different medications

Reporting, recording and documentation

23. a working understanding of the importance of correctly recording your activities as required
24. a working understanding of the importance of keeping accurate and up to date records
25. 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