

SFHAH2

Prepare to, and administer medication to individuals, and monitor the effects - AH2



Overview

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 individuals' own home and GP surgeries. It does not cover the use and administration of intra-venous medication. There are two elements: AH2.1 Prepare to administer medication to individuals AH2.2 Administer, report on and monitor individual's medication. Users of this competence will need to ensure that practice reflects up to date information and policies.

Qualifications This is an optional unit in the Health and Social Care NVQ/SVQ at Level 3.

Origin This unit appears in the Health and Social Care Standards as HSC375 Prepare to, and administer medication to individuals, and monitor the effects.

this unit.

Additional Includes types of personal protective equipment such as visors, **protective** protective eyewear and radiation protective equipment. **equipment**

Individuals The person who is to receive the medication, this might be an adult or child.

Medication Denotes the term used for the documentation on which the medication **administration** has been ordered/prescribed – this will vary across care settings and **record** environments, such as hospital and commcompetency settings, including medications prescribed by GPs and dispensed by commcompetency pharmacists where the instructions will be found on the medication packaging.

Medication Contained inside bought and some prescribed medications.

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Performance criteria

- You must be able to:*
- P1 you apply standard precautions for infection control, any other relevant health and safety measures when preparing to administer medication to individuals
 - P2 you check that all medication administration records or protocols are available, up to date and legible
 - P3 you report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate
 - P4 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
 - P5 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
 - P6 you check that the individual has not taken any medication recently and be aware of the appropriate timing of medication
 - P7 you obtain the individuals 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
 - P8 you select, check and prepare correctly the medication according to the medication administration record or medication information leaflet.
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AH2 Prepare to, and administer medication to

You must be able to:

individuals, and monitor the effects

You must be able to:

AH2.2 Administer, report on and monitor individual's

You must be able to:

Medication

- You must be able to:*
- P9 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
 - P10 you safely administer the medication
 - P10.1 following the written instructions and in line with legislation and local policies

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- P10.2 in a way which minimises pain, discomfort and trauma to the individual
- P11 you report any immediate problems with the administration
- P12 you monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay
- P13 you clearly and accurately enter relevant information in the correct records
- P14 you check and confirm that the individual actually takes the medication and does not pass medication to others
- P15 you maintain the security of medication throughout the process and return it to the correct place for storage
- P16 you monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
- P17 you dispose of out of date and part-used medications in accordance with legal and organisational requirements
- P18 you return medication administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all times. DANOS AH2 Prepare to, and administer medication to individuals, and monitor the effects

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Knowledge and understanding

You need to know and understand:

You need to apply the following knowledge and skills.

Legislation and organisational policy and procedures

K1 a factual knowledge 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:

K1.1 drug storage (such as medical and legal regulations, local pharmacy policy)

K1.2 drug handling, preparation and administration

K1.3 health and safety when dealing with drugs (e.g. COSHH)

K2 a working knowledge of your responsibilities and accountability in relation to the current European and national legislation, national guidelines and local policies and protocols

Theories and practice

K3 a factual knowledge of the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence

K4 a working knowledge 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

K5 a working knowledge of the hazards and complications which may arise during the administration of medications and how you can minimise such risks

Care and support

K6 a working knowledge 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

K7 a working knowledge of the importance of communicating effectively and how communication differences may be overcome

K8 a working knowledge of the factors which may compromise the comfort and dignity of individuals during drug administration - and how the effects can be minimised

Pharmacology

K9 a working knowledge of the common types of medication and rules for their storage

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K10 a working knowledge of the effects of common medication relevant to the individual's condition

K11 a working knowledge of medications which demand for the measurement

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of specific physiological measurements and why these are vital to monitor the effects of the medication

- K12 a working knowledge of the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required
- K13 a working knowledge of the common side effects of the medication being used
- K14 a working knowledge of the different routes of medicine administration
- K15 a working knowledge 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

- K16 a working knowledge of the various aids to help individuals take their medication
- K17 a working knowledge of the types, purpose and function of materials and equipment needed for the administration of medication via the different routes
- K18 a working knowledge of the factors which affect the choice of materials and equipment for the administration of medication to individuals

Procedures and techniques

- K19 a working knowledge of how to read prescriptions/medication administration charts to identify:
 - K19.1 the medication required
 - K19.2 the dose required
 - K19.3 the route for administration
 - K19.4 the time and frequency for administration
- K20 a working knowledge of how to prepare the medication for administration using a non-touch technique
- K21 a working knowledge of how you would check that the individual had taken their medication
- K22 a working knowledge of how you dispose of different medications

Reporting, recording and documentation

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- K23 a working knowledge of the importance of correctly recording your activities as required
- K24 a working knowledge of the importance of keeping accurate and up to date records
- K25 a working knowledge of the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff.

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Additional Information

Scope/range related to performance criteria

This section provides guidance on possible areas to be covered in this unit.

Adverse reactions

may include

1. swelling
 - 1.1. allergic skin reaction
 - 1.2. tachycardia / bradycardia
 - 1.3. anaphylaxis
 - 1.4. hypertension / hypotension
 - 1.5. pain on injection
 - 1.6. call for help
 - 1.7. deal with collapse

may include

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equipment

Immediate problems

Methods (check identity)

Physiological measurements

Relevant staff

Routes

may include

2. medicine trolley
 - 2.1. medicine pots
 - 2.2. spoons
 - 2.3. syringes
 - 2.4. containers
 - 2.5. wipes
 - 2.6. drinking glasses
 - 2.7. water jug
 - 2.8. disposal bag
 - 2.9. medication administration record sheets/charts may include
 - 2.10. refusal to take administration

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- 2.11. inability to take the medication e.g. nil by mouth
- 2.12. asleep
- 2.13. collapse
- 2.14. anaphalaxis may include
- 2.15. verbally with the individual
- 2.16. using other communication methods
- 2.17. identification bracelet may include
- 2.18. blood pressure
- 2.19. pulse rate
- 2.20. temperature
- 2.21. respiratory rate may include
- 2.22. person in charge (e.g. nurse, midwife, social worker)
- 2.23. pharmacist
- 2.24. medical staff may include
- 2.25. oral; topical – including skin creams and eye/ear or nasal drops
- 2.26. inhaled
- 2.27. injection – intra-muscular/sub-cutaneous

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Standard precautions and health include and safety measures

- handwashing/cleansing before during and after the activity
- 3. the use of **personal protective clothing** and <additional protective

Equipment

- 3.1. handling contaminated items
- 3.2. disposing of waste
- 3.3. safe moving and handling techniques
- 3.4. untoward incident procedures **Storage conditions** may include
- 3.5. security
- 3.6. temperature
- 3.7. light
- 3.8. issuing and accounting for drugs

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Glossary

This section provides explanations and definitions of the key words and concepts used in this unit.

Additional protective equipment Includes: types of personal protective equipment such as visors, **protective eyewear** and radiation **protective equipment**.

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Medication administration record Denotes the term used for the documentation on which the medication **administration** has been ordered/prescribed – this will vary across care settings and **record** environments, such as hospital and commcompetency settings, including medications prescribed by GPs and dispensed by commcompetency pharmacists where the instructions will be found on the medication packaging.

Medication Contained inside bought and some prescribed medications.

Links to other NOS

1. **leaflet**
2. **Personal** Includes items such as plastic aprons, gloves - both clean and sterile,
3. **protective** footwear, dresses, trousers and shirts and all in one trouser suits. These
4. **clothing** may be single use disposable **clothing** or reusable **clothing**.
5. DANOS AH2 Prepare to, and administer medication to individuals, and monitor the effects
6. **AH2 Prepare to, and administer medication to**
7. **individuals, and monitor the effects**
8. **Standard** A series of interventions which will minimise or prevent infection and
9. **precautions** cross infection; including handwashing/cleansing before during and after
10. **and health and** the activity and the use of personal protective clothing and additional
11. **safety** protective equipment when appropriate.
12. **measures**
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14. **AH2** **Prepare to, and administer medication to**
15. **individuals, and monitor the effects**
16. <AH2.1 Prepare to administer medication to **Individuals**

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