

Unit 158: Understand the Administration of Medication

Level:	3
Unit type:	Optional
Credit value:	3
Guided learning hours:	28

Unit Aim

This unit provides the knowledge and understanding needed to understand the administration of medication under the direction of a health professional.

Assessment requirements

This unit must be assessed in line with *Skills for Health Assessment Principles for Qualifications that Assess Occupational Competence* document. Detailed information can be found in *Annexe A* of the qualification specification.

Learning outcomes The learner will:	Assessment criteria The learner can:
1 Understand the current legislation, guidelines and policies relevant to the administration of medication	1.1 Identify the current national legislation and guidelines relevant to the administration of medication
	1.2 Outline the organisational policies for the management and administration of medication
	1.3 Outline the legislation surrounding medicine specific and patient specific directives
2 Understand the roles and responsibilities involved in the administration of medication	2.1 Describe the responsibilities and accountability in relation to the administration of medication
	2.2 Explain the importance of working within organisational policies and procedures in relation to the administration of medication
	2.3 Explain the importance of working within own area of competence and seeking advice when faced with situations outside own area of competence

Learning outcomes The learner will:	Assessment criteria The learner can:
3 Understand the requirements and procedures for the administration of medication	3.1 Explain the purpose and significance of the information which should be provided on the label of a medication
	3.2 Describe the different routes for the administration of medication
	3.3 Describe the type, purpose and function of materials and equipment needed for the administration of medication within own area of responsibility
	3.4 Describe the various aids which can be used to help individuals take their medication
	3.5 Explain the importance of applying standard precautions for infection control and the potential consequences of poor practice
	3.6 Explain why medication should only be administered against the individual's medication record and in a way which is consistent with the prescriber's advice
4 Understand the requirements and procedures for ensuring an individual's safety	4.1 Explain the importance of identifying the individual for whom the medications are prescribed
	4.2 Explain the importance of confirming the medication against the prescription/ protocol with the person leading the administration before administering it
5 Understand the management of medications and administration records	5.1 Explain the importance of keeping accurate and up-to-date records of the administration of medication
	5.2 Explain how to complete the necessary records relating to the administration of medications
	5.3 Explain the importance of completing record fully, legibly and accurately
	5.4 Describe how to maintain the security of medication and related records throughout the administration process and the reasons they are returned to the correct place for storage

Learning outcomes The learner will:	Assessment criteria The learner can:
	5.5 Explain how to maintain the confidentiality of medication records and information relating to the individual at all times
	5.6 Describe how stock levels are maintained and what action is needed to obtain new stocks when required

Additional information about the unit
Exemplification of terms used in assessment criteria: Individual: refers to someone requiring care or support; it will usually mean the person or people supported by the learner