

## Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care (RQF)

### UNIT 1

Understand medication M/616/9931		Unit Elements		Careskills Academy
				M=Module P=Page
1.	Understand types and classifications of medication	1.1	Name different types of medication and explain what they are used for.	<b>M1</b> P2, P3, P4, P5, P6, P7, P8, P10, P11, P12, P13, P14, P15, P16, P17,
		1.2	Outline a range of medication classifications including: <ul style="list-style-type: none"> <li>• General Sales List</li> <li>• Pharmacy</li> <li>• Prescription Only Medicines</li> <li>• Controlled Drugs</li> </ul>	<b>M1</b> P18, P19, P20, P21, P22, P23, P24, P25, P26, P27
2.	Understand roles of those involved in medication handling.	2.1	Outline own role, including its limitations, in prescribing, dispensing, receiving, and administering medication.	<b>M2</b> P2
		2.2	Outline the roles of other individuals in prescribing, dispensing, receiving, and administering medication.	<b>M1</b> P23 <b>M2</b> P3
3.	Know how to develop own knowledge and understanding of medication.	3.1	Know the circumstances under which advice should be sought from others.	<b>M2</b> P2
		3.2	Identify national resources that can be consulted for guidance in relation to medication.	<b>M2</b> P4, P5, P6, P7, P8
		3.3	Outline information which should be included in patient information leaflets.	<b>M2</b> P9, P10
		3.4	Explain why it is important to understand the individual's current medication regime before administering more medication.	<b>M2</b> P11
4.	Know how to monitor effects of medication.	4.1	Describe how the effects of medication on the individual taking it are monitored.	<b>M3</b> P10
		4.2	Describe how to monitor the impact of the medication on the condition it was taken to treat.	<b>M3</b> P13

	4.3	Outline the role of physiological measurements in monitoring effects of medication.	<b>M3</b> P11, P12,
	4.4	Identify side effects of different groups of medications.	<b>M1</b> P7 <b>M3</b> P6
	4.5	Define the term 'adverse reaction.'	<b>M3</b> P2, P3
	4.6	Describe what should be done if you think an individual is experiencing a side effect.	<b>M3</b> P4, P5
	4.7	Describe what should be done if you think an individual is experiencing an adverse reaction.	<b>M3</b> P7, P8
	4.8	Outline the widely used national guidelines for reviewing medication.	<b>M2</b> P6 <b>M3</b> P14
	4.9	Explain how to record and report outcomes of medication reviews.	<b>M3</b> P14

UNIT 2

Understand how to administer and support individuals to self-administer medication M/616/9928		Unit Elements		Careskills Academy
				M=Module P=Page
1.	Understand the steps to be taken before administering medication to an individual.	1.1	Explain the importance of: <ul style="list-style-type: none"> <li>Getting consent from an individual before giving them medication</li> <li>Giving information to an individual in order for them to give valid consent</li> <li>Agreeing the level of support the individual needs or would like to receive.</li> </ul>	<b>M4</b> P2, P3, P4, P5, P11
		1.2	Outline the hygiene measures that should be taken before administering medication.	<b>M4</b> P6, P7, P8, P9, P10,
2.	Understand the checks to be made before administering medication to an individual.	2.1	Explain why checks on instructions relating to the preparation and method of administration of medication are necessary.	<b>M4</b> P12 <b>M7</b> P2
		2.2	Explain why it is important to check instructions from the: <ul style="list-style-type: none"> <li>Dispenser of the medication</li> <li>Prescriber of the medication</li> <li>Individual using the medication</li> </ul>	<b>M4</b> P15 <b>M10</b> P16, P17
		2.3	Outline the checks that should be made on the ID of the individual, Medication Administration Record, medications, and facilities in advance of administering medication.	<b>M4</b> P14 <b>M10</b> P7, P9
		2.4	Explain why it is crucial to assess the 'six rights' when administering medication.	<b>M4</b> P13, P14
3.	Understand the process for administering medication to an individual.	3.1	Explain how to ensure the individual administering medication is not disturbed.	<b>M6</b> P3
		3.2	Outline the benefits of a monitored dosage system.	<b>M6</b> P7
		3.3	Outline why a monitored dosage system might not be suitable for an individual.	<b>M6</b> P7, P8

		3.4	Describe types of medical equipment used to assist with the administration of medication to an individual.	<b>M6 P6</b>
		3.5	Identify the different ways that an individual can take medication.	<b>M5 P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13</b> <b>M6 P9, P10, P11, P12</b> <b>M10 P12</b>
		3.6	Explain the role of monitoring where 'as required' medication is being administered.	<b>M6 P13, P14</b>
		3.7	Give examples of the types of specific instructions that some medications may have above and beyond details of dose and frequency.	<b>M6 P5</b>
		3.8	Give examples of when to obtain support and/or guidance when administering medication.	<b>M6 P20, P21, P22, P23</b>
4.	Understand how to support self-administration of medication in a health and social care setting.	4.1	Explain why individuals need assistance to self-administer their medication.	<b>M6 P16, P17, P18</b>
		4.2	Give examples of points to look out for whilst assessing the risk associated to self-administration.	<b>M4 P3</b>
		4.3	Identify relevant legislation and guidance which are in place to cover the self-administration of medication.	<b>M6 P24, P25</b>
		4.4	Describe the ideal environment which is preferable for an individual to self-medicate.	<b>M6 P19</b>
		4.5	Outline what must be included when recording that an individual has self-administered medication.	<b>M6 P16, P17</b>
5.	Understand how to react to unexpected issues when administering medication.	5.1	Explain how to support and safeguard an individual who: <ul style="list-style-type: none"> <li>• Cannot provide consent.</li> <li>• Has problems taking medication.</li> </ul>	<b>M6 P2, P4, P16, M7 P2, P3, P4, P5</b>
		5.2	Outline what to do if mistakes are made when: <ul style="list-style-type: none"> <li>• Administering medication</li> <li>• Recording medication.</li> </ul>	<b>M7 P7, P8, P9, P10, P11,</b>

		5.3	Outline how to respond if an individual refuses to take medication that has been prescribed.	<b>M4</b> P2, P14, P22, <b>M7</b> P22
		5.4	Outline what to do if medication is compromised during the process of administration.	<b>M7</b> P5, P6, P13, P14 <b>M8</b> P13
		5.5	Describe actions to be take in the event of a safeguarding matter relating to administration of medication.	<b>M7</b> P20, P21, P22, P23, P24

UNIT 3

Logistical aspects of handling medication. T/616/9929		Unit Elements		Careskills Academy
				M=Module P=Page
1.	Know how to acquire medication.	1.1	Outline the role of the prescription in obtaining medication.	<b>M8</b> P2, P3
		1.2	Detail the information that must be confirmed upon receipt of medication into a health and social care setting.	<b>M8</b> P4, P5
		1.3	Outline how medication is safely transported.	<b>M8</b> P6
		1.4	Outline how to access emergency supplies of medication.	<b>M8</b> P7
		1.5	Outline how to renew a prescription and gain medication as and when required.	<b>M8</b> P8
2.	Know how to safely store medication.	2.1	Explain how medication and controlled drugs must be stored within a range of health and social care settings.	<b>M7</b> P14, <b>M8</b> P9, P11 <b>M10</b> P13
		2.2	Explain what advice should be given to individuals who are self-administering medication to ensure that it is stored safely.	<b>M8</b> P11
		2.3	Give examples of how specific storage instructions might differ depending on the medication.	<b>M8</b> P10
3.	Know how to safely dispose of unused medication and equipment.	3.1	Explain how medications should be stored in preparation for discarding.	<b>M8</b> P15
		3.2	Explain why unused or part-used drugs may need to be discarded.	<b>M8</b> P13, P14
		3.3	Describe how to safely discard medication and related aids in a range of health care settings.	<b>M8</b> P16, P17, P18
		3.4	Explain the importance of discarding of drugs and medications through agreed ways of working.	<b>M8</b> P17, P19

UNIT 4

Legislation, guidance, and audit processes for medication in health and social care settings K/616/9930		Unit Elements		Careskills Academy
				M=Module P=Page
1.	Understand legislation and guidance underpinning the safe handling of medication.	1.1	Outline legislation that is pertinent to administering medication in health and social care.	<b>M1</b> P18, P19, P25 <b>M6</b> P24 <b>M7</b> P2 <b>M8</b> P16 <b>M9</b> P2, P3, P4
		1.2	Outline the responsibilities of staff who administer medication and support self-medication.	<b>M4</b> P11, P12, <b>M6</b> P2, P16, <b>M7</b> P23, P24 <b>M10</b> P5, P6
2.	Understand audit processes relevant to handling medication.	2.1	Describe the role of the Pharmacist in supporting the audit processes associated with medications.	<b>M2</b> P8 <b>M9</b> P15
		2.2	Describe the role of manufacturer's instructions in the audit process of medications	<b>M9</b> P16
		2.3	Describe how internal organisational policies can support audit processes in relation to medication transactions and stock levels	<b>M9</b> P14
		2.4	Describe the requirements of external audit and inspection processes.	<b>M9</b> P17
3.	Understand the role of record-keeping relating to medication.	3.1	Describe the records that are made when medication is received, administered, and disposed of.	<b>M8</b> P3, P4, P5, P15, P17, P18, P19 <b>M10</b> P3, P4, P6, P7, P9, P14, P15
		3.2	Describe the key documents which are required when recording medication.	<b>M7</b> P4 <b>M10</b> P4
		3.3	Explain why it is important to keep good records of medicine administration.	<b>M10</b> P5, P6, P8, P10, P11, P12, P13, P14, P15, P16, P17, P18
		3.4	Identify factors to take into account to ensure records can be understood by all.	<b>M10</b> P21, P22, P23
		3.5	Outline the requirements of regulatory authorities in relation to medication recording.	<b>M10</b> P25

		3.6	Explain why it is important to ensure that all records relating to medication are up to date.	<b>M10</b> P2, P5, P8, P11
		3.7	Explain why the 'yellow card' system is commonly used for reporting adverse effects.	<b>M10</b> P24
4.	Understand the principles of confidentiality in relation to medication records in health and social care settings.	4.1	Identify data principles that should be followed when handling confidential information in a health and social care setting.	<b>M9</b> P5
		4.2	Identify who has a right to access health records.	<b>M9</b> P6, P7
		4.3	Explain why it is important to maintain confidentiality.	<b>M9</b> P8
		4.4	Identify what individual rights are granted to service users by the General Data Protection Regulations.	<b>M9</b> P4
		4.5	Outline steps taken to ensure confidentiality is maintained at all times.	<b>M9</b> P9
5.	Understand accountability and responsibility of self in relation to administering medication.	5.1	Define 'accountability' and 'responsibility' in context of administering medication.	<b>M9</b> P11
		5.2	Explain why accountability is an important concept in the context of medication administration.	<b>M9</b> P11
		5.3	State the responsibilities of a range of different individuals who store or administer medication.	<b>M6</b> P21, P22 <b>M9</b> P12
		5.4	Outline what to do if medication is compromised during the process of administration.	<b>M9</b> P8, P13 <b>M10</b> P6