

## MCN21 Administer medication to babies

### OVERVIEW

This standard covers the administration of medication to babies, as well as monitoring the effects. This role is complex and will not be the role of all care staff, only those designated to undertake this activity according to their expertise and employers decisions. The standard applies to all medication used for babies, both prescribed and non-prescribed. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

### KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. 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:
  1. drug storage (such as medical and legal regulations, local pharmacy policy)
  2. drug handling, preparation and administration
  3. health and safety when dealing with drugs (e.g. COSHH)
2. your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols
3. the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
4. 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. the hazards and complications which may arise during the administration of medications and how you can minimise such risks
6. the importance of offering effective verbal and non-verbal support and reassurance to babies, and appropriate ways of doing so, according to their age, understanding and needs
7. the factors which may compromise the comfort and dignity of babies during drug administration - and how the effects can be minimised
8. how to support parents and families regarding ongoing administration of medicines in preparation for discharge
9. the importance of providing daily support to parents of babies receiving medication
10. where to obtain recommended dose and how to check this is correct
11. the common types of medication and rules for their storage
12. the effects of common medication relevant to the baby's condition

13. medications which demand the measurement of specific physiological measurements and why these are vital to monitor the effects of the medication
14. the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required
15. the common side effects of the medication being used
16. the different routes of medicine administration and why particular medications must be given by a specific route
17. the information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information
18. how to access information regarding contra-indications and compatibilities
19. how to access and use evidence based information on any medication administered in conjunction with the multi-disciplinary team and parent choice
20. the correct reporting and documenting in the event of a drug error
21. the types, purpose and function of materials and equipment needed for the administration of medication via the different routes
22. the factors which affect the choice of materials and equipment for the administration of medication to babies
23. how to read prescriptions/medication administration charts to identify:
  1. the patient's name
  2. duration of prescription
  3. the medication required
  4. that it's been prescribed
  5. the dose required
  6. the route for administration
  7. the time and frequency for administration
24. the legal requirements of a prescription
25. how to prepare the medication for administration using aseptic technique
26. how you would check that the baby had been given their medication
27. how you dispose of different medications
28. the importance of correctly recording your activities as required
29. the importance of keeping accurate and up to date records
30. the importance of immediately reporting any issues which are outside your own sphere of competence to the relevant member of staff.

## PERFORMANCE CRITERIA

You must be able to do the following:

1. apply standard precautions for infection control any other relevant health and safety measures
2. check that all medication administration records are available, up to date and legible
3. check that the correct dose has been prescribed with regard to the weight, age and condition of the baby
4. establish concordance with family concerning medication plans
5. report any discrepancies you find to the person in control of the administration and to relevant staff or designated carer
6. read the medication administration record or medication information accurately,

- referring any illegible directions to the appropriate member of staff before administering any medication
7. check that the medication has not already been administered at the prescribed time
  8. select, check and prepare correctly the medication according to the medication administration record and medication information
  9. check and confirm the identity of the neonate who is to receive the medication using the appropriate methods
  10. select the route for the administration of medication, according to the baby's prescription and prepare the site if necessary
  11. prepare and use drugs administration equipment safely and correctly
  12. safely administer the medication following the written instructions and in line with legislation and local guidelines and policies, and in a way which minimises pain, discomfort and trauma to the baby
  13. report and document any immediate problems with the administration of the medication
  14. carry out the required physiological measurements to monitor the baby's condition, recognising any adverse reactions and taking the appropriate action
  15. clearly and accurately enter relevant information in the correct records
  16. maintain the security of medication throughout the process and return it to the correct place for storage
  17. monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
  18. dispose of out-of-date and part-used medications in accordance with legal and organisational requirements
  19. return medication administration records to the agreed place for storage and maintain the confidentiality of information at all times.

## **ADDITIONAL INFORMATION**

This National Occupational Standard was developed by Skills for Health. This standard has indicative links with the following dimension within the NHS Knowledge and Skills Framework (October 2004). Dimension: HWB5 Provision of care to meet health and wellbeing needs