

## CHS3 Administer medication to individuals

### OVERVIEW

This standard covers the administration of medication to individuals and 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 and by individuals, both prescribed and non-prescribed. This includes immunisation and vaccination. This standard 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. This standard does not cover the use and administration of intra-venous medication.

Version No 2

### KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

- 1.the current legislation, guidelines, policies, procedures and protocols which are relevant to your work practice and to which you must adhere
- 2.the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- 3.how to access and interpret all relevant work instructions and information
- 4.specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- 5.the duty to report any acts or omissions that could be unsafe/detrimental to you or others
- 6.the hazards and risks which may arise during the execution of your work role and how you can minimise these
- 7.how to adapt communication styles in ways which are appropriate to the needs of the individual
- 8.the correct use of any equipment and PPE to protect the health and safety of you and others
- 9.the principles, practice and procedures associated with informed consent
- 10.the needs of individuals including issues relating to dignity, confidentiality, and privacy
- 11.organisational management structures, roles, and responsibilities
- 12.the factors which may compromise the comfort and dignity of individuals during drug administration - and how the effects can be minimised
- 13.types of medication and their storage requirements
- 14.the effects of common medication relevant to the condition of the individual
- 15.medications which demand for the measurement of specific clinical measurements

- and why these are vital to monitor the effects of the medication
- 16.the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required
  - 17.the common side effects of the medication being used
  - 18.the different ways of administering medication
  - 19.the different routes that medication can be administered
  - 20.the information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information
  - 21.the range of compliance aids to help individuals take their medication
  - 22.the types, purpose and function of those resources needed for the administration of medication via the different routes
  - 23.the factors which affect the choice of resources for the administration of medication to individuals
  - 24.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
  - 25.procedures to prepare the medication for administration using a non-touch technique
  - 26.procedures to check that the individual had taken their medication
  - 27.procedures to dispose of different medications
  - 28.how to complete and safely store all relevant documentation in accordance with organisational requirements

## PERFORMANCE CRITERIA

You must be able to do the following:

- 1.access and accurately interpret all relevant work instructions and information
- 2.work safely at all times and in accordance with all relevant legislation, guidelines, policies, procedures and protocols
- 3.deal promptly and effectively with any problems within your control and report those which cannot be solved
- 4.identify and minimise hazards and risk in the workplace
- 5.communicate with the individual and key people at a pace, in a manner and at a level appropriate to the individual's understanding, preferences and needs
- 6.respect the individual's rights and wishes relating to their privacy, beliefs and dignity
- 7.check that all medication administration records or protocols are available, up to date and legible
- 8.check the medication administration record or medication information leaflet, referring any illegible directions to relevant others before administering any medication
- 9.check and confirm the identity of the individual who is to receive the medication with the individual themselves, and relevant others (if applicable), using a variety of methods, before administering medication
- 10.check what medication the individual has already taken and the timing of that medication
- 11.gain valid, informed consent from the individual in accordance with organisational procedures

12. provide information, support and reassurance throughout in a manner which encourages cooperation and meets their needs and concerns
13. select, check and prepare the medication in accordance with the relevant documentation and organisational procedures
14. select the route for the administration of medication, according to the individual's plan of care and the drug to be administered, and prepare the site if necessary
15. safely administer the medication:
16. follow the written instructions in line with legislation and organisational policies in a way which minimises pain, discomfort and trauma to the individual
17. report any immediate problems with the administration
18. check and confirm that the individual actually takes the medication and does not pass medication to others
19. monitor the individual's condition throughout, recognise any adverse reactions and take the appropriate action without delay
20. maintain the security of medication throughout the process and return it to the correct place for storage
21. monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
22. dispose of out of date and part-used medications in accordance with legal and organisational requirements
23. complete and store all relevant documentation in accordance with organisational requirements

## **ADDITIONAL INFORMATION**

This National Occupational Standard was developed by Skills for Health. Final version approved March 2021