

*A learner's guide to the*  
**QNUK Level 2 Award in**  
**Principles of Safe Administration of**  
**Medication in Health and Social Care**  
**(RQF)**

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## Introduction

This qualification specification outlines key information required by learners to ensure they are able to make an informed decision in regards to the qualifications they are undertaking.

## Qualification purpose

This qualification is aimed those entering employment in a Health and Social care setting or are looking to refresh their knowledge in this area.

## Qualification objective

The objective of this qualification is to support a role in the workplace.

## Qualification structure

<b>Qualification accreditation number</b>	603/3612/2
<b>Qualification level</b>	2
<b>Guided learning hours (GLH)</b>	6
<b>Total Qualification Time (TQT)</b>	6
<b>Credit value</b>	1

## Pre-requisites

This qualification is aimed at those over 16 who are working in, or aiming to start work within a health and social care setting.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

There are no other pre-requisites for this qualification.

## Delivery requirements

This qualification is typically delivered in a face-to-face format.

Learners should complete the qualification within 6 weeks.

### Related units

There are no related units for this qualification.

### Blended learning

Blended learning is not available for this qualification.

## Units of assessment

This qualification is made up of one mandatory unit

<b>Unit one title</b>	Understanding the principles of safe handling and administration of medications in a health and social care setting
<b>Unit one reference number</b>	T/617/2264
<b>Level</b>	2
<b>Credit</b>	1

<b>Guided learning hours</b>	6
<b>Status</b>	Mandatory

Further information on the units of assessment can be found in the appendices of this document.

## Assessment methods

Learners are assessed for this qualification using the following method:

- Multiple-choice question paper

### Multiple-Choice Question paper

Each learner will be assessed for this qualification by the completion of a multiple-choice question paper.

Learners will be required to score a minimum of 70% correct answers to achieve a pass.

## Reasonable adjustments

All learners are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you please contact your centre to discuss reasonable adjustment.

## Acceptable forms of I.D.

The list below outlines acceptable forms of identification for learners undertaking a regulated qualification with Qualifications Network.

Ideally learners should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Birth certificate
- Marriage/civil partnership certificate
- Bank or building society statement or official letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

## Appendix 1 Assessment criteria

Unit 1 Understanding the principles of safe handling and administration of medications in a health and social care setting

Learning outcome		Assessment Criterion		Method MCQ
1	Understand the key legal requirements around the handling and administration of medications in a health and social care setting	1.1	Outline the principles of key legislation relation to the prescribing, dispensing, administration, storage and disposal of medication	✓
		1.2	Give examples of how patient confidentiality can be maintained	✓
2	Know different types of medication and how they are administered	2.1	State the different classifications of medication	✓
		2.2	Identify routes of entry for different medications	✓
		2.3	Give examples of appropriate storage of medication	✓
		2.4	Identify sources of information related to medicines	✓
3	Understand the principles of safe administration of medication	3.1	Define the terms: <ul style="list-style-type: none"> <li>• Consent</li> <li>• Covert administration</li> <li>• Self-administration</li> <li>• Risk assessment</li> </ul>	✓
		3.2	Outline the principles of consent in relation to the administration of medication	✓
		3.3	Explain the actions to be taken if an individual consistently refuses medication	✓
		3.4	State the checks to be undertaken prior to the administration of medications	✓
4	Know the actions to be taken after a medication has been administered	4.1	Identify information that should be recorded in relation to the administration of medication	✓
		4.2	Outline the principles of good record keeping	✓
		4.3	Outline common reactions to medications	✓
		4.4	Explain how to identify potential adverse reactions to medication and the actions to be taken	✓

## Appendix 2 Indicative content

1.1	Outline the principles of key legislation relation to the prescribing, dispensing, administration, storage and disposal of medication	Human Rights act, The medicines Act, Misuse of drugs act, Health and Safety at Work Act, Control of Substances Hazardous to Health, Hazardous Waste Materials Regulations. The Care Standard act, The Mental Capacity Act, Data. Protection Legislation, The Access to Health Records Act.
1.2	Give examples of how patient confidentiality can be maintained	Closing laptops/records. Not discussing individuals medical or medication needs. Only discussing with those that are health care professionals involved in the individuals care or where the individual has given written permission.
2.1	State the different classifications of medication	P – Pharmacy only medication, POM – Prescription only Medicine, GSL – General Sales list, CD – Controlled Drug. Understanding types of common medicines
2.2	Identify routes of entry for different medications	Ingestion (mouth), Inhalation, Injection, Topically (absorption through skin) infusion, instillation, Rectally, vaginally, Trans dermally (patch) PEG tube (Percutaneous Endoscopic Gastrostomy)
2.3	Give examples of appropriate storage of medication	Accessible to appropriate individuals, secured, at appropriate temperature, limited access to CDs, monitored refrigeration
2.4	Identify sources of information related to medicines	Leaflet, label, BNF, pharmacist
3.1	Define the terms: <ul style="list-style-type: none"> <li>• Consent</li> <li>• Covert administration</li> <li>• Self-administration</li> <li>• Risk assessment</li> </ul>	<p>Permission given by an individual who has capacity to make an informed decision.</p> <p>Covert administration is placing medication in food or drink, generally without informed consent.</p> <p>Self-administration is when an individual is able to take full responsibility to take their own medication. This is typically after a risk assessment and involves compliance checks on a regular basis. The risk assessment process in medication</p>
3.2	Outline the principles of consent in relation to the administration of medication	<p>The individual should have capacity to give consent, consent should be gained before administration, individuals have the right to refuse, individuals shouldn't be forced medication, they shouldn't be covertly administered.</p> <p>Understanding the basic principles of the Mental Capacity Act and DoLS.</p>
3.3	Explain the actions to be taken if an individual consistently refuses medication	Refused medications should be recorded and discussed with Doctor.
3.4	State the checks to be undertaken prior to the administration of medications	Right person, Right medication, right dosage, right route, right time, right to refuse, right documentation, right response, expiry and condition of meds.

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|-----|---|--|
| 4.1 | Identify information that should be recorded in relation to the administration of medication  | Mar Chart details and procedure. Managing errors   |
| 4.2 | Outline the principles of good record keeping   | Accurate, complete, clearly written, factual, initialled,                                    |
| 4.3 | Outline common reactions to medications   | Reactions: Therapeutic, Side effect, Adverse & No Effect Interactions and Contraindications. |
| 4.4 | Explain how to identify potential adverse reactions to medication and the actions to be taken | Reactions: Therapeutic, Side effect, Adverse & No Effect Interactions and Contraindications. |



## Appendix 3 Specimen assessment material

1

What information should be found on the pharmacist's label on a prescribed medication?

- A Ingredients and allergens
- B Name of the medication and dosage
- C Batch number and review date

2

In relation to medications, what does the abbreviation TDS mean?

- A Transdermal Delivery System
- B Take daily spoonful's
- C Three times a day

3

The primary legislation related to patient confidentiality is:

- A the health and Safety at Work act
- B the general data protection regulations
- C the control of substances hazardous to health.

