# NCFE Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care

**Candidate Assessment Unit 3**

**Candidate Details**

Name: …………………………………………………………………..………………………

Address: ……………………………………………………………………………………………

Postcode: ……………………………………………………

Mobile Number: …………………………………………… Work number: ……………………………………………

Home Number: …………………………………………… Preferred number: …………………………………………… Preferred contact time(s): Morning: Late afternoon: Anytime:

Early afternoon: Evening:

Email: ………………………………………………………………………………….

Employer: ……………………………………………………………………………………

College: ……………………………………………………………………………………

(If you do not know your college please contact The Skills Network Student Support Team on 0845 177 0047 / 01757 210 522)

**Candidate Statement**

I have completed the following assessment and confirm all the work is my own.

Signed: ……………………………………………………………………………………

Date: ……………………………………………………………………………………

**Assessment Decision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Achieved** | **Date** | **Resubmit** | **Date** |
|  |  |  |  |

**Assessor/Tutor comments:**

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**Declarations:**

I confirm that the completed assessments are, to the best of my knowledge, the authentic work of the learner and that all learning outcomes have been achieved within Assessment 3 and 4.

**Assessor/Tutor Name:**..............................................................................................................

**Assessor/Tutor Signature:** ............................................................... **Date:**............................

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I agree that this learner has achieved all the requirements of the assessment criteria within Assessment 3.

**Internal Moderator Name:**.......................................................................................................

**Internal Moderator Signature:** ....................................................... **Date:**.........................

**Unit 3: Understand the requirements for the safe administration of medication**

(Please note: the numbers in brackets refer to the assessment criteria for each question and are for your tutor’s use.)

Question 1: Identify the key requirements of legislation and guidance in relation to the administration of medication. (1.1)

|  |  |
| --- | --- |
| **Name of legislation** | **Key requirements/guidance** |
|  |  |
|  |  |
|  |  |
|  |  |

Question 2: Before the administration of medication can take place, members of staff need to prepare to support service users to take their medication.

There are different types of roles and support.

Describe the roles and responsibilities of staff in relation to: (1.2)

1. **Supporting individuals to take medication**
2. **Administering medication**

Question 3: Describe the roles and responsibilities of staff when preparing to use specialised techniques to administer medication by the following routes. (1.2)

1. **Rectal route**
2. **Vaginal route**
3. **Subcutaneous route**
4. **Percutaneous Endoscopic Gastrostomy (PEG) route**
5. **Inhalation route**

Question 4: Describe ways of working to ensure that the following distractions to the person administering medication are minimised. (1.3)

1. **People where administration is taking place**
2. **Being interrupted**
3. **Inappropriate lighting**
4. **Inappropriate room temperature**
5. **Feeling rushed**
6. **Noise**

Question 5: Before administering medication, explain why it is important to follow instructions on the preparation, use and the method of administration from the following perspectives: (2.1)

1. **Service user**
2. **Prescriber**
3. **Pharmacist**
4. **Manufacturer**
5. **Organisation**

Question 6: Explain why is it necessary to gain consent from a service user before administering medication? (2.2)

Question 7: Identify the information that must be provided before an individual can give valid consent? Give three points. (2.3)

**1.**

**2.**

**3.**

Question 8a: Before you administer medication, it is important to agree with the service user the medication to be taken. Explain why this is important. (2.4)

Question 8b: Explain why it is important to be aware of the support needs of individuals prior to administering the medication. (2.4)

Question 9: Describe how and why the following should be checked before administering medication. (2.5)

|  |  |
| --- | --- |
| **Checks** | **How this could be checked** |
| **The identity of the individual** |  |
| **The Medication Administration Record (MAR) chart** |  |
| **The medication to be administered** |  |
| **Any equipment used for administration** |  |
| **The environment in which the administration will take place** |  |

Question 10: Describe the infection control precautions that should be taken during the preparation to administer medication. Give three points for each of the following: (2.6)

**a) The service user receiving medication**

**1.**

**2.**

**3.**

**b) Self and others who may be affected**

**1.**

**2.**

**3.**

Question 11: Explain the importance of each of the six Rs. (2.7)

1.

2.

3.

4.

5.

6.

Question 12a: Medication may be dispensed into a system for the service user before it is administered. Describe the drug administration system which is in use, or could be used, within your workplace. (3.1)

Question 12b: Describe an additional drug administration system that may be used within a health and social care setting. (3.1)

Question 13: Outline three positive points and three negative points for using monitored dosage systems. (3.2)

|  |  |
| --- | --- |
| **Positive points** | **Negative points** |
| **1.** | **1.** |
| **2.** | **2.** |
| **3.** | **3.** |

*Mr Roberts is a 65 year old gentleman who suffers from arthritis and also has a visual impairment. He has been assessed as low risk for self-administration of medication and fully wishes to take responsibility for administering his own medicines. Mr Roberts will need some support to be fully independent with administration.*

Question 14: Describe two of the additional aids that can be used to support Mr Roberts to be, and remain, as independent as possible. (3.1)

|  |  |
| --- | --- |
| **Aid** | **How can this be used to support Mr Roberts** |
|  |  |
|  |  |

Question 15: All medications are dispensed with details of dose and frequency. Some medications also have additional specific instructions. Give three examples of special instructions that may need to be followed when administering medication. (3.3)

1.

2.

3.

Question 16: Using any resources available to you (for example, a BNF, UK website, MIMs or pharmacy) identify any special instructions that must be followed when administering the following medication: (3.3)

1. **Warfarin**
2. **Simvastatin**

Question 17: Explain the importance of monitoring an individual’s needs in relation to medication to be administered as and when required. (3.4)

Question 18: Explain the importance of observing that medication has been taken by the individual. (3.5)

Question 19: Describe the actions that you would take if a service user refused to take their medication. (3.6)

1. **How would you respond?**
2. **Who would you report the refusal to?**
3. **How would you record the refusal?**

Question 20: Explain how you would record the outcomes following the administration of medication. (3.7)

Question 21: Give two examples of when it may be necessary to seek additional support and guidance when handling medication. (3.8)

1.

2.

Question 22: Explain why it is important to support service users to administer their own medication. (4.1)

Question 23. Identify six key aspects of legislation and guidelines in relation to self-administration of medication. (4.2)

Question 24: If a service user prefers to self-administer medication, then a risk assessment is required. Describe three factors that need to be considered throughout the risk assessment process. (4.3)

**1.**

**2.**

**3.**

Question 25: Outline the conditions that must be in place for an individual to self-administer medication. (4.4)

Question 26: In addition to a risk assessment, four other records relating to self-administration of medication also need to be in place. Describe these four records. (4.5)

**1.**

**2.**

**3.**

**4.**

Question 27: Different situations may occur that present problems in relation to the administration of medication. Describe three actions you would take in each of the following situations to ensure you act in line with agreed ways of working. (5.1)

**a) Actions taken if there are errors in administering medication**

**1.**

**2.**

**3.**

**b) Actions taken if the service user refuses prescribed medication**

**1.**

**2.**

**3.**

**c) Actions taken if medication compromised**

**1.**

**2.**

**3.**

**d) Actions taken if there are discrepancies in records relating to medication**

**1.**

**2.**

**3.**

Question 28: How would you support an individual who has difficulty in taking medication in the form it has been described? (5.2)

Question 29: Explain how you would support the best interests of an individual who is unable to consent to prescribed medication. (5.3)

Question 30: Describe the procedure for administering controlled drugs. (5.4)

Question 31: Explain why it is important to monitor the effects of medication that has been prescribed for a service user. (6.1)

Question 32: Describe six ways you can monitor the effects of medication on a service user and the condition it has been prescribed for. (6.1)

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

Question 33: Give examples of how physiological measurements are used to monitor the effects of, or need for, specific medication. (6.2)

|  |  |
| --- | --- |
| **Medication name** | **Physiological measurements that may be required** |
|  |  |

Question 34: Identify the common side effects of the following groups of medication. (6.3)

|  |  |
| --- | --- |
| **Group of medication** | **Side effects** |
| **Antibiotics** |  |
| **Analgesics** |  |
| **Anticoagulants** |  |
| **Antihistamines** |  |
| **Anti-inflammatory medication** |  |
| **Psychotropic medication** |  |
| **Sedatives** |  |

Question 35: Explain what is meant by the term ‘adverse reaction’. (6.4)

Question 36: Describe the actions you should take if you suspect a service user is experiencing side effect or adverse reaction to medication. (6.5)

1. Actions to take for a suspected side effect
2. Actions to take for a suspected adverse reaction

Question 37: Explain how the outcomes of monitoring should be recorded and reported. (6.7)

Question 38: Outline how reviews of medication are carried out in line with national guidelines within your organisation. (6.6)

**Assessment Checklist**

**Now you have completed this assessment booklet, please now complete this final checklist:**

I have answered all of the assessment questions

I can confirm all the work in the assessment is my own

Name: ……………………………………………………………………………………………………………………

Signed: ……………………………………………………………………………………………………………………

**CONGRATULATIONS!**

**You have now completed your Unit 3 Assessment. Please make sure you have completed all questions fully and you have filled in the front cover page with your personal details.**

**You now need to submit your answers to be marked. Please follow the instructions as detailed in your induction.**

**Your tutor will mark your work and provide robust feedback. Should your paper be referred, you will be required to resubmit answers until you have passed.**

**Please contact our support team if you require any further advice or guidance.**