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

**Candidate Assessment Unit 1**

**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 1.

**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 1 and 2.

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

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

**Unit 1: Understanding Medication and Prescriptions**

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

Question 1: Identify ten different types of medicines and for each type, identify why these medicines are used. (1.1)

|  |  |
| --- | --- |
| **Medicine type (group)** | **Why these medicines are used** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

Question 2: Describe how medications would be administered if the prescription stated that a medication is to be administered using the following routes. (1.2)

|  |  |
| --- | --- |
| **Routes** | **Method of administration** |
| Oral |  |
| Buccal |  |
| Sublingual |  |
| Intranasal |  |
| Intraural |  |
| Inhalation |  |
| Vaginal |  |
| Rectal |  |
| Topical |  |
| Transdermal |  |
| Percutaneous endoscopic gastrostomy (PEG) |  |
| Subcutaneous |  |
| Intramuscular |  |
| Intravenous |  |

Question 3: Identify the three legal categories of medicines and describe what it means when medication is placed within each category. (2.1)

**1st Legal category:**

**Description:**

**2nd Legal category:**

**Description:**

**3rd Legal category:**

**Description:**

Question 4: Describe which category controlled drugs fall into. (2.1)

Question 5: Using any reference sources available to you (BNF, UK websites, MIMS, Pharmacies), identify three medicines (UK generic or brand names) from each legal category. (2.1)

|  |  |
| --- | --- |
| **UK / Generic brand name** | **Legal Category** |
| **1.** | **POM** |
| **2.** | **POM** |
| **3.** | **POM** |

|  |  |
| --- | --- |
| **UK / Generic brand name** | **Legal Category** |
| **1.** | **P** |
| **2.** | **P** |
| **3.** | **P** |

|  |  |
| --- | --- |
| **UK / Generic brand name** | **Legal Category** |
| **1.** | **GSL** |
| **2.** | **GSL** |
| **3.** | **GSL** |

*Marvin is applying for a job as a care assistant and he needs to be familiar with current legislation and guidance relating to medication. You are responsible for ensuring Marvin knows about the legislation.*

Question 6: Outline to Marvin how the following legislation relates to the safe handling of medication. (3.1)

1. **The Human Medicines Regulations 2012**
2. **The Misuse of Drugs Act 1971**
3. **The Misuse of Drugs Regulations 2001**
4. **The Health and Social Care Act 2012**
5. **The Control of Substances Hazardous to Health Regulations 2002**
6. **The Care Act 2014**

Question 7: If Marvin does not work in line with the legislation and guidelines, outline two potential consequences for each of the following. (3.2)

**a) Service Users**

**1.**

**2.**

**b) Marvin**

**1.**

**2.**

**c) The organisation**

**1.**

**2.**

Question 8: Look at your job description and identify what it states about your role in relation to the handling of medication. (4.1)

Question 9: Identify four people who have the authority to legally write a prescription. (4.1)

**1.**

**2.**

**3.**

**4.**

Question 10: Identify who writes prescriptions for the people for whom you provide care, and explain three responsibilities included in the role of the prescriber. (4.1)

**Prescriber:**

**Responsibilities included in the role of the prescriber:**

**1.**

**2.**

**3.**

Question 11: After prescription, medication needs to be dispensed. Who can legally dispense medication and what are their roles and responsibilities? (4.1)

**Who legally dispenses medication:**

**Their roles and responsibilities:**

Question 12a: Who has the authority to obtain and receive medication within your organisation? (Job role / title, not their name). (4.1)

Question 12b: Look at your workplace policy and explain the responsibilities of the person who has the authority to obtain/ receive medication within your workplace. (4.1)

Question 13a: In your organisation, who has the authority to administer medication? (4.1)

Question 13b: Look at your workplace policy and explain the roles and responsibilities of those who have the authority to administer medication. (4.1)

Question 14: List all aspects of handling medication that you are not presently permitted to undertake, (eg. rectal, ordering, disposal, injections). (4.2)

Question 15: Think of a time when you have had to seek support when handling medication. What were the circumstances and who did you turn to for support?

(If you do not currently handle medication, discuss this assessment with an appropriate colleague and answer the assessment using information from your discussion.) (4.3)

**What were the circumstances?**

**What did you do?**

**What was the result of this?**

Question 16: Under what circumstances might you contact the following people for additional support and guidance? (4.3)

1. **Manager**
2. **Prescriber**
3. **Pharmacist**

Question 17: Identify five key national sources of information that you could consult if you needed any guidance in relation to medication. (5.1)

**1.**

**2.**

**3.**

**4.**

**5.**

Question 18: Describe six items that should be included on a Patient Information Leaflet (PIL) or Summary of Product Characteristics (SPC). (5.2)

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

Question 19: Describe why it is important to seek information from the individual about their current medication and condition before administering further medication. (5.3)

**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 1 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.**