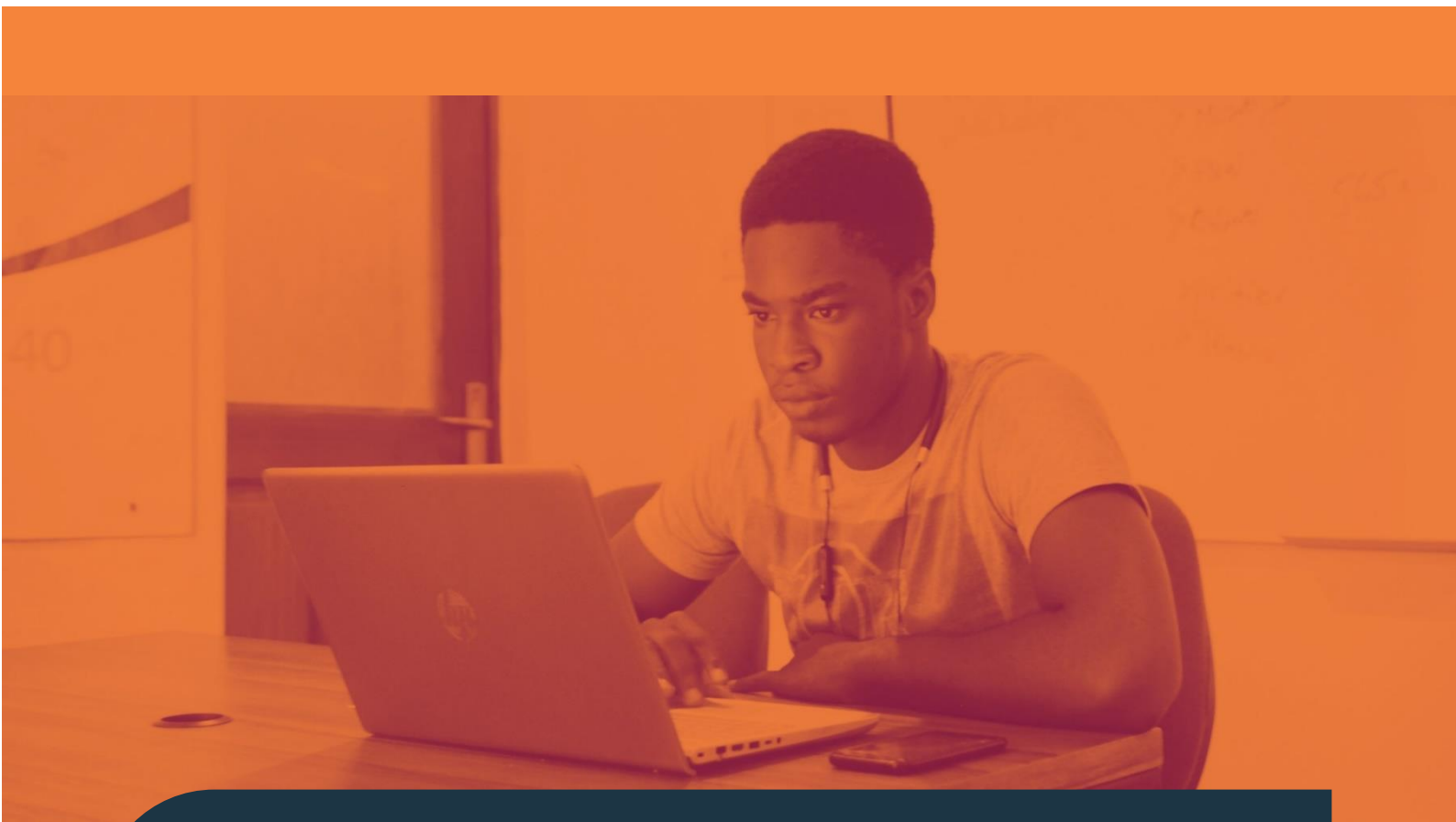




BIIAB Level 2 Certificate in Understanding the safe Handling of Medicines

Level 2 Certificate – 601/6133/4

About Us

BIIAB Qualification Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualifications Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

Sources of Additional Information

The BIIAB Qualifications Limited website www.biiab.co.uk provides access to a wide variety of information.

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This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Version	Date	Details of Change
2.1	March 2023	Reformatted Qualification Guide into new branding
2.2	July 2025	Qual being withdrawn Op End Date – 31/12/2025 Cert End Date – 31/12/2025

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 2 Certificate in Understanding the Safe Handling of Medicines - 601/6133/4	
Qualification Purpose	To develop knowledge of handling medicines and to prepare for further learning or training.
Age Range	Pre 16 ☐ 16-18 ☒ 18+ ☐ 19+ ☒
Regulation	The above qualification is regulated by Ofqual
Assessment	• Internal assessment • Internal and external moderation
Type of Funding Available	See FaLa (Find a Learning Aim)
Qualification/Unit Fee	See BIIAB Qualifications Limited web site for current fees and charges
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed
Operational Start Date	01/05/2015
Review Date	31/08/2025
Operational End Date	31/12/2025
Certification End Date	31/12/2027
Guided Learning (GL)	110 hours
Total Qualification Time (TQT)	131 hours
Credit Value	13
BIIAB Qualifications Limited Sector	Health and Social Care
Ofqual SSA Sector	1.3 Health and Social Care
Support from Trade Associations	
Administering Office	See BIIAB Qualifications Limited web site

1. About the BIIAB Level 2 Certificate in Understanding the Safe Handling of Medicines

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Certificate in Understanding the Safe Handling of Medicines	601/6133/4

2. Objective and Purpose of this Qualification

This qualification is suitable for learners in the health and social care sector who wish to develop their knowledge of handling medicines. It is a knowledge-based qualification and therefore achievement does not enable learners to be considered competent in the safe handling of medicines.

The primary purpose of this qualification is to enable the learner to develop knowledge in the subject of handling medicines and to prepare for further learning or training.

This qualification is not a component of an apprenticeship framework.

3. About this Guidance

This guidance has been developed to provide guidance for learners, assessors and qualityassurers undertaking, delivering, or quality assuring this qualification.

The purpose of the guidance is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this guidance is updated, centres will be notified by BIIAB Qualifications Limited.

4. BIIAB Qualifications Limited Customer Service

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our Service Level Agreement is available via www.biiab.co.uk

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Support Contact Details: 0115 854 1620

Email: CustomerSupport@biiab.co.uk

Our Customer Support team will be happy to assist with any administration related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- centres available in the local area
- appeals
- whistleblowing

5. What are Rules of Combination (ROC)?

Under the Regulatory Qualifications Framework (RQF), qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- the total credit value of the qualification
- the amount of credit that must be achieved within specific groups of units (e.g. Mandatory, Optional Unit, and Optional groups)
- the minimum credit which must be achieved at the level or above the level of the qualification
- the Total Qualification Time (TQT)
- the title, Unit Regulation Number and BIIAB Qualifications Limited Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)

- any barred units (units that cannot be taken together as part of the qualification)

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

6. BIIAB Level 2 Certificate in Understanding the Safe Handling of Medicines Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Certificate in Understanding the Safe Handling of Medicines, learners **must** gain a **total of 13** credit. This **must** consist of:

- Minimum total credit: **13**
- A minimum of **13 credits** must be achieved at **Level 2 or above**
- Minimum Guided Learning Hours: **110 hours**
- Total Qualification Time: **130 hours**

This qualification has been developed based upon industry feedback as to the fundamental knowledge required to work in the sector at this level.

Listed on the next page are the qualification units.

Mandatory Unit Group A

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
CA42	Y/601/9571	Understand medication and prescriptions	2	3	23	Assessment Knowledge Module
CA35	K/601/9574	Supply, storage and disposal of medication	2	3	24	Assessment Knowledge Module
CA36	T/601/9576	Understand the requirements for the safe administration of medication	2	4	39	Assessment Knowledge Module
CA37	F/601/9578	Record-keeping and audit processes for medication administration and storage	2	3	24	Assessment Knowledge Module

7. Age Restriction

The qualification in this handbook is appropriate for use in the following age ranges:

- 16-18
- 19+

8. Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The Level 2 Certificate in Understanding the Safe Handling of Medicines shows the learner has level 2 knowledge about the safe handling of medicines in health care settings which is important for a wide range of health and social care job roles. It may help the learner to get a job, to improve performance at work or get promoted.

If, upon completion of either qualification, the learner wishes to proceed to a higher level of learning then the following qualifications may be suitable:

- BIIAB Level 3 Diploma in Health and Social Care (Adults) for England
- BIIAB Level 3 Award in Awareness of Dementia

9. Assessment

Overview of assessment strategy

The qualification contains knowledge units. These units are assessed by Assessment Knowledge Modules (AKMs) externally set by the BIIAB or Centre Devised Assessments. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA). Knowledge assessments provided by BIIAB will ensure that effective learning has taken place and that learners have the opportunity to:

- meet the assessment criteria
- achieve the learning outcomes

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB for details of the Centre Devised Assessment process and procedure.

Assessment Process

Assessment is the process used to judge the competence, of a learner, against set standards. The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

Assessment Principles

The Assessment Principles for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessor/s, verifiers delivering and quality assuring and certificating the qualification.

Skills for Care Assessment Principles

1. Introduction

- 1.1 Skills for Care and Development (SfC&D) is the UK sector skills council (SSC) for social care, children, early years and young people. Its structure for realising the SSC remit is via an alliance of six organisations: Care Council for Wales, Children's Workforce Development Council, General Social Care Council, Northern Ireland Social Care Council, Scottish Social Services Council and Skills for Care.
- 1.2 This document sets out those principles and approaches to unit/qualification assessment not already described in the Regulatory Arrangements for the Qualifications and Credit Framework. The information is intended to support the quality assurance processes of Awarding Organisations that offer qualifications in the Sector, and should be read alongside these. It should also be read alongside individual unit assessment requirements. Additional information/guidance regarding individual unit assessment can be obtained from Awarding Organisations, or from Skills for Care and Development. This must be used in order to provide the proper context for learning and assessment.
- 1.3 These principles will ensure a consistent approach to those elements of assessment which require further interpretation and definition, and support sector confidence in the new arrangements.
- 1.4 Where Skills for Care and Development qualifications are joint with Skills for Health, Skill for Health will also use these assessment principles.

2. Assessment Principles

- 2.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.
- 2.2 Assessment decisions for competence based Learning Outcomes must be made by an assessor qualified to make assessment decisions.
- 2.3 Competence based assessment must include direct observation as the main source of evidence

- 2.4 Simulation may only be utilised as an assessment method for competence based LO where this is specified in the assessment requirements of the unit.
- 2.5 Expert witnesses can be used for direct observation where: they have occupational expertise for specialist areas or the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.
- 2.6 Assessment of knowledge based Learning Outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.
- 2.7 Assessment decisions for knowledge based Learning Outcomes must be made by an occupationally knowledgeable assessor.
- 2.8 Assessment decisions for knowledge based Learning Outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

3. Internal Quality Assurance

- 3.1 Internal quality assurance is key to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

4. Definitions

- 4.1 **Occupationally competent:** This means that each assessor must be capable of carrying out the full requirements within the competency units they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continuing learning and professional development.
- 4.2 **Occupationally knowledgeable:** This means that each assessor should possess relevant knowledge and understanding, and be able to assess this in units designed to test specific knowledge and understanding, or in units where knowledge and understanding are components of competency. This occupational knowledge should be maintained annually through clearly demonstrable continuing learning and professional development.
- 4.3 **Qualified to make assessment decisions:** This means that each assessor

must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding Organisations will determine what will qualify those making assessment decisions according to the unit of competence under assessment. In any case of significant uncertainty the SSCs will be consulted.

4.4 Qualified to make quality assurance decisions: Awarding Organisations will determine what will qualify those undertaking internal quality assurance to make decisions about that quality assurance.

4.5 Expert witness: An expert witness must:

- have a working knowledge of the units on which their expertise is based
- be occupationally competent in their area of expertise.
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff.

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The **main** reasons for an appeal are likely to be:

- learners do **not** understand why they are not yet regarded as having sufficient knowledge
- learners believe they are competent and that they have been misjudged

BIIAB Qualifications Limited expects most appeals from learners to be resolved within the centre. BIIAB Qualifications Limited will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

10. Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB Qualifications Limited suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

11. Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- Assessment Knowledge Modules (AKMs) for assessing specific units
- Assessor Guidance for assessing specific units
- A Learner Summative Reflection template
- Access to the units

All of these resources are available on request.

Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB Qualifications Limited includes the mandatory units within this guidance document.

Learner Summative Reflection

In order to claim the unit(s) for the qualification, the learner will need to complete a learner summative reflection, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.

12. Design and Delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner.

When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited will not prescribe how the qualification is delivered, but centres **must** ensure the delivery chosen meets their learners' needs.

13. Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this guidance document will be in the format below:

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB Qualifications Limited also assign unique unit numbers which is consistent when the unit is used in multiple BIIAB qualifications.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours' learning time it will take an average learner to complete the unit including the assessment.

Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved. There are usually multiple assessment criteria for each Learning Outcome.

14. Initial Registration

Registration and Certification

Learners should be registered and certificated via BIIAB Qualifications Limited's Customer Management System.

Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited is committed to ensure that:

- approved centres operate an equal opportunities policy
- approved centres communicate the policy to staff and learners
- approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements

Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments **must** inform their assessor at the beginning of their course of their requirements. BIIAB Qualifications Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>

15. Qualification Review and Feedback

BIIAB Qualifications Limited is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB Qualifications Limited will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

16. Mandatory Units

The following units are mandatory for this qualification.

Understand medication and prescriptions

Unit Reference	Y/601/9571
BIIAB Reference	CA42
Level	2
Credit Value	3
Guided Learning (GL)	23
Unit Summary	This unit provides the learner with the knowledge to access and understand different types of medication and legislation
Learning Outcomes (1 to 5) The learner will:	Assessment Criteria (1.1 to 5.3) The learner can:
1. Understand the use of different types of medication	1.1 Identify the different types of medicines available and why they are used 1.2 Describe the different routes by which medicines can be administered
2. Understand how medicines are classified	2.1 Describe the following classifications of medicine: • General Sales List (GSL) • Pharmacy (P) • Prescription Only Medicines (POM) • Controlled Drugs
3. Understand legislation and guidelines related to medication	3.1 Outline the key points of current legislation and guidance relating to medication 3.2 Outline the consequences of not following relevant legislation and guidance
4. Understand the roles of self and others in the medication process	4.1 Outline the roles of self and others in the process of: • prescribing medication • dispensing medication • obtaining and receiving medication • administering medication



	4.2 Identify the limitations of own role in relation to the medication process 4.3 Identify ways to get support and information in the workplace related to medication
5. Know how to access information about medication	5.1 Identify the key approved national sources of information about medication 5.2 Describe the information which should be supplied with medication 5.3 Describe why it is important to seek information from the individual about their medication and condition

Assessment Requirements and Evidence Requirements

This unit must be assessed in accordance with the Skills for Care Assessment Principles.

Additional Information

Assessment Criterion
1.1

Types:

- Antibiotics
- Analgesics
- Antihistamines
- Antacids
- Anti-coagulants
- Psychotropic medicine
- Diuretics
- Laxatives
- Hormones
- Cytotoxic medicines

Assessment Criterion 3.1	Legislation and guidance: This should be current and up to date (for example at the time of printing that produced by the Royal Pharmaceutical Society of Great Britain, Access to Health Records Act etc).
Assessment Criterion 4.3	Information , e.g. agreed ways of working
Assessment Criterion 5.1	Sources e.g.: • Prescriber • Pharmacist • Publications and websites (note a wide range of publications and internet sources are available related to medication, it is important to ensure that information learners reference is related to the United Kingdom and reflects UK requirements)

Supply, storage and disposal of medication

Unit Reference	K/601/9574
BIIAB Reference	CA35
Level	2
Credit Value	3
Guided Learning (GL)	24
Unit Summary	This unit provides the learner with the knowledge for supplying, storing and disposing of medication
Learning Outcomes (1 to 3) The learner will:	Assessment Criteria (1.1 to 3.3) The learner can:
1. Understand how medicines are supplied and obtained	1.1 Identify the purpose of a prescription 1.2 List the information that has to be checked and recorded once medication has been received 1.3 Describe the procedure for: - transferring medication from one setting to another - obtaining medication in an emergency situation - obtaining medication 'as and when required (PRN)' - renewal of prescription
2. Know the requirements for storing medication	2.1 Describe the requirements of medication storage within the following settings: - clinical settings - residential care - day services - domiciliary care - non-care settings 2.2 Explain how controlled drugs should be stored within the settings listed in 2.1

	2.3 Outline how to support individuals to store medication securely from self-administration 2.4 Outline how to support individuals to store medication securely for self-administration 2.5 Give examples of the types of medication that have specific storage requirements
3. Understand the requirements for the safe disposal of medication	3.1 Give examples of why drugs might need to be disposed of 3.2 Outline the procedures for the safe and secure disposal of medication and equipment for: • nursing care settings • care settings • domiciliary care settings • controlled drugs 3.3 Explain why it is important to dispose of medication and equipment in line with agreed procedures

Assessment Requirements and Evidence Requirements

This unit must be assessed in accordance with the Skills for Care Assessment Principles.

Additional Information

Assessment Criterion 2.4	Specific storage requirements e.g. comprised medication awaiting disposal, some antibiotics
Assessment Criterion 3.2	Procedures e.g. local, national or organisational protocols

Understand the requirements for the safe administration of medication

Unit Reference	T/601/9576
BIIAB Reference	CA36
Level	2
Credit Value	4
Guided Learning (GL)	39
Unit Summary	The unit provides the learner with the knowledge to prepare, administer and support individuals to administer medication.
Learning Outcomes (1 to 5) The learner will:	Assessment Criteria (1.1 to 5.6) The learner can:
1. Understand the preparations to be taken prior to administering medication	1.1 Describe the roles and responsibilities of staff involved in: • supporting individuals to take medication • administering medication • using specialised techniques to administer medication 1.2 Explain why it is important to follow instructions on the preparation and use of medication and the method of administration from the: • individual • manufacturer • pharmacist • organisation 1.3 Explain why it is important to gain the individual's consent prior to administering medication 1.4 Identify the information that should be given to individuals to enable them to give valid consent

	1.5 Explain why it is important to agree with the individual: - the medication to be taken - the support to be provided in relation to their own needs and preferences 1.6 Describe how and why the following should be checked prior to administering medication: - identity of individual - Medication Administration Record (MAR) - medication - equipment - environment 1.7 Describe the hygiene precautions that should be taken when preparing to administer medication in relation to: - the individual receiving medication - self and others who may be affected 1.8 Explain why it is important to ensure that the correct dose, of the correct medication, is given to the correct person at the correct time, by the correct route or method
2. Understand how medication is administered safely and in a way that meets individual needs	2.1 Describe a range of aids and equipment available for administering medicine 2.2 Give positive and negative points of using drug administration systems 2.3 Give examples of special instructions that might need to be followed when giving medication 2.4 Explain how to record the outcomes following administration of medication

	2.5 Give examples of when it may be necessary to seek additional support and guidance and who should provide it 2.6 Identify the key requirements of legislation and guidance in relation to the administration of medicine
3. Understand how to support individuals to administer their own medication	3.1 Explain why it is important to support an individual to administer their own medication 3.2 Identify key aspects of legislation and guidelines related to self-administration of medication 3.3 Explain how to carry out a risk assessment for an individual who prefers to administer their own medication 3.4 Outline the conditions that must be in place when a client self-medicates 3.5 Describe the records that must be kept in relation to self-medication
4. Understand the procedures to follow when there are problems with the administration of medication	4.1 Describe the actions to be taken in line with agreed ways of working in relation to the following situations: • errors administering medication • individual declines prescribed medication • medication is compromised • discrepancies in records • administering controlled drugs 4.2 Outline how to support an individual who has difficulty taking medication in the form it has been prescribed

	4.3 Explain how to support the best interests of individuals who are unable to consent to prescribed medication
5. Understand how the effects of medication are monitored	5.1 Describe how to monitor the effects of medication on the individual and the condition it has been prescribed for 5.2 Identify common side effects of widely used medicines 5.3 Explain what is meant by an adverse reaction 5.4 Describe the actions to be taken if side effects or an adverse reaction to medication are suspected 5.5 Outline how medication reviews should be carried out in line with national guidelines 5.6 Explain how the outcomes of monitoring should be recorded and reported

Assessment Requirements and Evidence Requirements

This unit must be assessed in accordance with the Skills for Care Assessment Principles.

Additional Information

Assessment Criterion
1.1

Specialised techniques e.g.:

- Injections
- Rectal administration
- Medication via PEG tube
- Inhalation
- Monitored Dose Systems

Assessment Criterion
5.5

National guidelines e.g.:

- National Service Framework
- National Minimum Standards

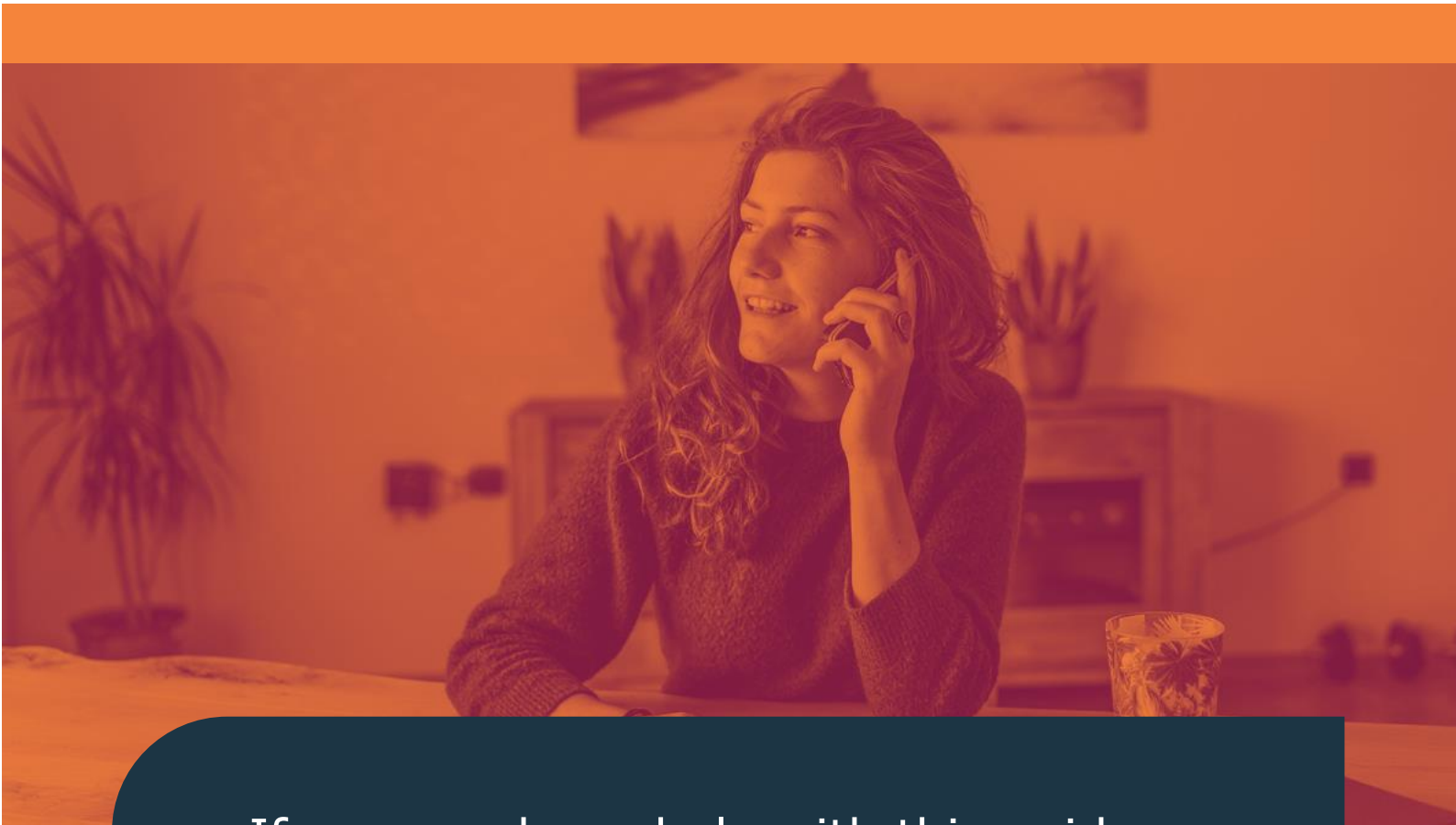
Record-keeping and audit processes for medication administration and storage

Unit Reference	F/601/9578
BIIAB Reference	CA37
Level	2
Credit Value	3
Guided Learning (GL)	24
Unit Summary	This unit provides the learner with the knowledge needed to keep accurate records of stock levels of medications whilst maintaining confidentiality and accountability.
Learning Outcomes (1 to 3) The learner will:	Assessment Criteria (1.1 to 3.4) The learner can:
1. Understand the audit process in relation to medication transactions and stock levels	1.1 Describe the requirements for medication transactions and stock levels in relation to: - the role of the pharmacist - manufacturer's instructions - organisational policies - inspection and external audit - legal requirements 1.2 Explain how medication is recorded on: - receipt - administration - disposal
2. Understand how information is recorded and confidentiality maintained	2.1 Describe the key aspects of record keeping in an environment where medicine is used in relation to: - documentation - correct recording - signatures 2.2 Outline the requirements of the regulatory authorities in relation to medication record keeping

	2.3 Identify what information needs to be recorded when compiling a medicine profile for a client 2.4 Explain why all records relating to medicines must be kept up-to-date 2.5 Outline the key points of legislation relating to confidentiality in relation to: • who records what, where and when • who has access to records • individual rights • maintaining confidentiality 2.6 Identify own role in maintaining confidentiality and keeping information secure
3. Understand own role in relation to accountability and responsibility	3.1 Define the terms 'accountability' and 'responsibility' 3.2 Explain the importance of accountability in relation to medication 3.3 Describe the responsibilities of different people involved with storage or administration of medication 3.4 Outline the potential consequences of not following agreed ways of working as set out by an employer

Assessment Requirements and Evidence Requirements

This unit must be assessed in accordance with the Skills for Care Assessment Principles.



If you need any help with this guide
please contact our team.

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We are part of the Skills and Education Group.