



**Meeting the Health Care Needs of
People with Multiple Disabilities**

Pack 1

Administration of medication

LEARNER MATERIALS

Resource L1

**How to use Pack 1 as
an individual learner**

Meeting the Health Care Needs of People with Multiple Disabilities

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Administration of medication

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Learning outcomes of Pack 1

General

On completion of the training you should be able to:

- understand the main reasons why people take medicines
- know how people take medicines
- understand how medicines are prescribed and stored
- understand how to give medicines safely
- be able to identify side effects and know what actions to take.

Specific

On completion of the training you should be able to:

- describe the reason for the person requiring the medication
- discuss the effects of the medication on the person
- identify the potential hazards in giving the medication and describe the appropriate action to be taken in the event of an allergic reaction or accidental overdose
- be able to explain what you are doing to the person
- administer the correct dose at the correct time
- be able to record in the person's file what medication has been given, when and if there were any difficulties.

Disclaimer

This pack has been developed to give practical advice regarding the teaching of health care skills to social care staff. It does not constitute a textbook or an exclusive course of action and therefore variations, taking individual circumstances into account, may be appropriate.

The authors have made considerable efforts to ensure that the information on which this pack is based is accurate and up-to-date. The authors accept no responsibility for any inaccuracies or information that is perceived as misleading, or the success of any training programme outlined in this pack.

Materials

You will need the following materials, which can all be found in **Learner materials**:

- **Resource L2: Reference notes for learners**
- **Resource L3: Case examples and scenarios**
- **Resource L4: Workbook**
- **Resource L5: Individual person profile**
- **Resource L6: Guidance for teaching/learning individual skills and assessing competency**
- **Resource L7: Additional reading and references**
- **Resource L8: Continuing professional development**

Instructions

- This pack is best used with the support of a trainer or supervisor who is experienced in providing support in relation to health care needs. The pack will take you through five stages of learning. Please note that you will only be able to complete **Stage four: Learning and becoming confident and competent to carry out any skills required in supporting an individual's health care needs**, if you have a trainer/supervisor to teach you the skill and assess your level of competence. It is essential for you to have skilled coaching and mentoring if you are to successfully complete all five stages of learning. If you are working through this pack as an individual, however, the following instructions will help you to do so.

Stage one: Acquiring the underpinning knowledge

- You will find a document called **Resource L2: Reference notes for learners**, which you should read. You can either print out the text or work from the electronic version.
- You will also find a document called **Resource L3: Case examples and scenarios**. Take a look at this and use the knowledge you have gained from **Resource L2: Reference notes for learners** to note down how you would respond in each of the situations.
- Go back to **Resource L2: Reference notes for learners** and see if your answers reflect the responses that are noted.

Stage two: Using the workbook to evidence your level of knowledge and understanding

- Complete **Resource L4: Workbook**
- At this stage, you will need to discuss what you have learned, and your completed workbook, with either your trainer or your supervisor.

Stage three: Applying your knowledge to the individual(s) you are supporting

- Once you and your trainer/supervisor are satisfied that you have acquired the necessary level of underpinning knowledge, you can go on to complete a profile for the person/people you will be directly supporting, using **Resource L5: Individual person profile**. Again, once you have completed this you will need to discuss the profile with your trainer/supervisor to ensure that you have all the information you need to meet the individual needs of the person/people you will be supporting.

Stage four: Learning and becoming confident and competent to carry out any skills required in supporting an individual's health care needs

- The next stage is for you to develop the skills you will need to support somebody, with the administration of medication in practice. You will not be able to complete this part of the training on your own, and must work alongside an experienced colleague, initially so that you can observe their practice and then so they can support you as you develop the skills yourself.
- Once you have learned each skill, you will need to complete the appropriate competency to the required level. You will then need to demonstrate that you can use the skill to the required level (in other words, that you have achieved the 'appropriate competency'). Again, you can only do this with the support of an experienced trainer/supervisor.
- Work through each step as outlined in **Resource L6: Guidance for teaching/learning individual skills and assessing competency** with someone who is experienced in carrying out the skill you want to learn. The framework gives a step-by-step guide to how each skill is performed. This will allow you to demonstrate those steps of the skill that you are confident in, as well as highlighting to yourself and your supervisor the steps for which you need further knowledge or practice, before you will be able to carry them out confidently and competently.

Stage five: Continuing personal and professional development

- Finally, you might want to develop your level of understanding and knowledge further, by doing some additional reading. You will find a list of suggestions in **Resource L7: Additional reading and references**. If you do this, you might want to use the **Continuing professional development record** in **Resource L8: Continuing professional development** to note how your knowledge has developed and the difference that this has made to the standard of your practice.

- If you don't already have a continuing professional development (CPD) plan and/or record, you might find it useful to speak to your supervisor about this. Learning is an ongoing process and it is important that you have an ongoing plan in place that identifies:
 - what you need to learn
 - how this will be achieved
 - what resources or support will be needed
 - the timescale.

You should expect to review any development plan at least annually, and should be aiming to identify what new skills or knowledge you will need to develop, and those you will need to enable you to keep up with advances in practice and changes in the needs of the person or people you are supporting. You may also want to use your CPD plan to develop any new additional skills and/or knowledge you will need in order to take on a different or promoted role.

Links to S/NVQs

This pack may help you to meet some of the learning outcomes of the following S/NVQ units:

Health and Social Care Level 2	DL4A 04 (HSC221)	Assist in the administration of medication
Health and Social Care (Adults) Level 3	DK2X 04 (HSC375)	Administer medication to individuals
Health and Social Care (Children and Young People) Level 3	DK2X 04 (HSC375)	Administer medication to individuals
Note: The first six-digit code indicates the SQA unit code; the code in brackets indicates the National Vocational Qualification/National Occupational Standards Unit.		
Full details of SVQs can be found at www.sqa.org.uk		

Completing the training as outlined in this pack may also help you evidence, in practice, elements of the following units:

Health and Social Care Level 2	<i>Core units</i>	DK3V 04 (HSC21)	Communicate with, and complete records for individuals
		DK8W 04 (HSC22)	Support the health and safety of yourself and individuals
		DK6D 04 (HSC23)	Develop your knowledge and practice
		DK6X 04 (HSC24)	Ensure your own actions support the care, protection and well-being of individuals
	<i>Optional units</i>	DK3G 04 (HSC25)	Carry out and provide feedback on specific plan of care activities
		DK72 04 (HSC27)	Support individuals in their daily living
		DK7M 04 (HSC214)	Help individuals to eat and drink
		DK49 04 (HSC223)	Contribute to moving and handling individuals
		DK9W 04 (HSC224)	Observe, monitor and record the conditions of individuals
		DK8J 04 (HSC225)	Support individuals to undertake and monitor their own health care
		DK60 04 (HSC227)	Contribute to working in collaboration with carers in the caring role

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Health and Social Care (Adults) Level 3	<i>Mandatory units</i>	DK4R 04 (HSC31)	Promote effective communication for and about individuals
		DK4K 04 (HSC32)	Promote, monitor and maintain health, safety and security in the working environment
		DK57 04 (HSC33)	Reflect on and develop your practice
		DK41 04 (HSC35)	Promote choice, well being and the protection of all individuals
	<i>Optional units</i>	DK44 04 (HSC328)	Contribute to care planning and review
		DK82 04 (HSC343)	Support individuals to live at home
		DK8G 04 (HSC344)	Support individuals to retain, regain and develop the skills to manage their lives and environment
		DK9V 04 (HSC360)	Move and position individuals
		DK8N 04 (HSC369)	Support individuals with specific communication needs
Health and Social Care (Children and Young People) Level 3	<i>Mandatory units</i>	DK4R 04 (HSC31)	Promote effective communication for and about individuals
		DK4K 04 (HSC32)	Promote, monitor and maintain health, safety and security in the working environment
		DK57 04 (HSC33)	Reflect on and develop your practice
	<i>Optional units</i>	DK5J 04 (HSC36)	Contribute to the assessment of children and young people's needs and the development of care plans
		DK99 04 (HSC313)	Work with children and young people to promote their physical and mental health needs
		DK9A 04 (HSC315)	Work with children and young people with additional requirements to meet their personal support needs
		DK8X 04 (HSC316)	Support the needs of children and young people with additional requirements
		DK9V 04 (HSC360)	Move and position individuals
		DK8N 04 (HSC369)	Support individuals with specific communication needs
Note: The first six-digit code indicates the SQA unit code; the code in brackets indicates the National Vocational Qualification/National Occupational Standards Unit.			
Full details of SVQs can be found at www.sqa.org.uk			

Skills for Care

Social care (Adults, England)

Knowledge set for medication

Completing the training as outlined in this pack will also help you meet the following learning outcomes from the knowledge set for medication:

Main area	Learning outcome	Relevant section within training pack
Legislation and medication	1.1	Section 1/session 1 How medicines are stored
	1.2	Resource L7 – Additional reading and resources
Roles, responsibilities and boundaries	2.1	Section 1/session 1 Who can prescribe medication
	2.2	Section 3
	2.3	Collecting/checking prescriptions
	2.4	Seeking guidance
	2.5	Confidentiality
Types of medicine and routes	3.1	Section 2/session 2 Common types of prescribed medication
	3.2	-
	3.3	The main ways to give medicine
	3.4	The effects of medicines Common unwanted side effects
	3.5	Medicines that are bought over the counter
Safe practice in the administration of medicines	4.1	Section 3/session 3 Consent
	4.2	Risk assessment
	4.3	Hygiene
	4.4	Know the person When to give medicine How to give medicine
	4.5	Recording and reporting
	4.6	Other things you need to know about the administration of medicines Medication errors
	4.7	Medication management
	4.8	Unused medication