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## Qualification Specification

**603/4699/1**

### iCQ Level 2 Certificate in Principles of Medication Administration

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#### Qualification Details

Title : iCQ Level 2 Certificate in Principles of Medication Administration  
Awarding Organisation : [iCan Qualifications Limited](#)  
Fees Price List Url : <https://icanqualify.net>  
Qualification Type : RQF  
Qualification Level : 2  
Regulation Start Date : 31 May 2019  
Offered In England : Yes  
Total Credits : 16  
Total Qualification Time : 160  
Guided Learning Hours : 130  
Overall Grading Type : Pass  
Assessment Methods : Portfolio of Evidence  
Structure Requirements : To achieve this qualification, learners must complete all units (16 credits).  
Age Ranges : 19+  
Qualification Objective : This knowledge only qualification is designed for learners who want to develop their understanding of medication administration and how to handle this safely. Learners will develop knowledge of the procedures for obtaining, storing, administering and disposing of medicines, medicine related legislation, audit processes and issues of responsibility and accountability.

Entry Requirements : There are no entry requirements for this qualification.

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### 603/4699/1

## iCQ Level 2 Certificate in Principles of Medication Administration

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### Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
<b>M) Mandatory Units</b>	<b>Yes</b>	6	6	6	16	16

### Group M Mandatory Units

URN	Title	Level	GLH	Credit
<a href="#">D/617/6485</a>	Understand the required record-keeping and audit processes for medication administration	2	15	2
<a href="#">H/617/6486</a>	Understand the roles and rights of individuals/service involved in medication administration	2	25	3
<a href="#">J/617/6481</a>	Understand different types of medication	2	25	3
<a href="#">L/617/6482</a>	Understand how to administer medication safely	2	25	3
<a href="#">M/617/6488</a>	Understand the way medication is supplied, stored and disposed of	2	25	3
<a href="#">Y/617/6484</a>	Understand legislation and guidelines related to medication administration	2	15	2

**Unit: D/617/6485 : Understand the required record-keeping and audit processes for medication administration****Understand the requirements for record keeping and the reasons for this****Actions - The candidate must**

1.1 Describe how your organisation meets the requirements from the regulatory authorities in relation to medication record keeping including

- 1
- receipt
  - administration
  - disposal

1.2 Outline key aspects of record keeping in an environment where medicine is used in relation to

- 2
- documentation
  - correct recording
  - signatures

3 Explain the importance of ensuring that all records relating to medication are kept up-to date

Describe the different information that needs to be recorded for medicines reconciliation including

- 4
- in relation to each individual
  - Information shared about an individual's medication needs
  - when an individual transfer to another service or care setting

5 Describe what records need to be kept and maintained in relation to an individual's self-medication

**Understand the audit process in relation to medication transactions and stock levels**

2.1 Explain the aspects of medication transactions and stock level management in relation to

- 1
- the role of the pharmacist
  - manufacturer's instructions
  - organisational policies
  - inspection and external audit legal requirements

**Understand the importance of safeguarding individuals in relation to medication use**

1 Outline what is meant by a medicines-related safeguarding incident

Explain how a medicines-related safeguarding incident should be managed in the care setting including

- 2
- different medicines-related safeguarding incident
  - reporting and recording requirements
  - changes in practice that would be implemented

**Unit: H/617/6486 : Understand the roles and rights of individuals/service involved in medication administration****Understand own role in relation to accountability and responsibility****Actions - The candidate must**

- 1 Describe what the term 'accountability' means and why it is important in medication administration
- 2 Describe what the term 'responsibility' means and why it is important in medication administration

**Understand the roles of self and others in the medication administration process**

- 1 Outline the roles and responsibilities of self and others in the process of
  - a) prescribing medication
  - b) dispensing medication
  - c) obtaining and receiving medication
  - d) Storing medication
  - e) Supporting individuals to take medication
  - f) administering medication
- 2 Explain who is responsible for the administration of medication using these specialised techniques
  - a) injections
  - b) rectal administration
  - c) administration via PEG tube
  - d) Inhalation

**Understand how to support individuals to administer their own medication**

- 1 Explain ways of working to ensure an individual is involved with their own medication administration and practices including
  - a) gaining information on the individual's medication and condition
  - b) agreeing the nature of support in relation to their needs and preferences
  - c) taking ownership of their own medication administration
  - d) managing conditions to be able to self-administer
  - e) providing information to the individual to enable them to give valid consent
- 2 List the steps which need to be taken when carrying out a risk assessment for self-medication

**Know how to gain consent from an individual prior to medication administration**

- 1 Outline why consent should be gained from an individual prior to administering medication
- 2 Describe what methods can be used to support the best interests of individuals who are unable to consent to prescribed medication

**Know how to access information about medication**

- 1.1 Describe ways to get support and information on different medication situations when
  - a) a medication error has occurred
  - b) an adverse reaction has occurred
  - c) changes to medication have taken place
  - d) individual declines prescribed medication
  - e) There are discrepancies in records
- 2 Describe the limitations of your own role in relation to the medication process and why working within these limitations is important

**Unit: J/617/6481 : Understand different types of medication**

**Understand how medicines are classified**

**Actions - The candidate must**

- 1.1 Explain the following medication classifications
- Prescription only medicine (POM)
  - Pharmacy (P)
  - General Sales List (GSL)
  - Controlled Drugs (CD)

**Understand the use of different types of medication**

- Outline what the following types of medication are used for. 2.1 Outline what the following types of medication are used for
- antibiotics
  - analgesics
  - antihistamines
  - antacids
  - anticoagulants
  - psychotropic medicines
  - diuretics
  - laxatives
  - hormones
  - cytotoxic medicines

**Know the different routes of medication and how these are provided**

- Describe the different routes of medication and when they may be used
- Oral
  - Buccal
  - Sublingual
  - Inhaled
  - Instillation
  - Topical
  - Rectal
  - Vaginal
  - Transdermal
  - Subcutaneous
  - Intramuscular
  - Intravenous
  - Percutaneous Endoscopic Gastrostomy (PEG)
- 2 Describe a range of aids and equipment used for administering medication.
- 3 List how physiological measurements are used to monitor the effects of, or need for, specific medication.

**Understand how the effects of medication are monitored**

- List a range of widely used medicines and identify their common side effects
- Explain what is meant by an allergic reaction
- Explain what is meant by an adverse reaction
- Describe the actions to be taken if side effects or an adverse reaction to medication are suspected
- Describe the 'Yellow Card' system
- Explain why it is important to report adverse effects of medication

**Unit: L/617/6482 : Understand how to administer medication safely****Understand the rights of individuals when medication is administered****Actions - The candidate must**

- 1.1 Outline the reasons why the six R's in medication administration are used
- right individual
  - right medicine
  - right route
  - right dose
  - right time
  - right to refuse

**Understand the preparations to be taken prior to administering medication**

- 1.1 Explain the procedure for checking medication prior to administration
- identity of individual
  - Medication Administration Record (MAR)
  - medication
  - equipment
  - environment

**Understand how medication is administered safely and in a way that meets individual needs**

- Describe a range of methods which can be used to ensure that distractions to the person administering medication are minimised
- Identify the reasons why it is important to follow instructions provided on the preparation and use of medication
- Explain why must the correct method of administration be followed
- Outline a range of specialist instructions that may need to be followed when administering medication
- Explain what may happen if you do not follow the instructions provided to you on the preparation and use of medication including the method of administration
- Outline the infection control precautions and methods which are taken prior, during and at the end of medication administration

**Understand how the effects of medication are monitored**

- Outline why you should observe that the medication has been taken by the individual
- Explain how to monitor the effects of
  - medication on the individual
  - the condition it has been prescribed for
- Identify the steps which should be taken to record the outcomes following administration of medication
- Explain how the record the outcomes following administration of medication is checked
- Describe what 'medication when required' is and how you would monitor the individual's use of this

**Know the process for administering controlled drugs**

- Outline the procedure for administering controlled drugs

**Understand the procedures to follow when there are problems with the administration of medication**

- Explain the process to follow if the individual
  - does not take their medication
  - Has difficulty taking medication in the form it has been prescribed
- 6.2 Summarise the process which should 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

**Know how and when medication reviews should be carried out**

- Explain when and how medication reviews should be carried out in line with individual needs and national guidelines
- Explain how medical reviews should be recorded and reported

**Unit: M/617/6488 : Understand the way medication is supplied, stored and disposed of**

**Understand how medicines are supplied and obtained**

**Actions - The candidate must**

- 1 Describe the purpose of a prescription
- 2 Explain what information should be provided with medication and where this can be found
- 3 Outline what has to be checked and recorded on receipt of medication
- 4 Identify the advantages and disadvantages of using monitored dosage systems
  - 1.5 Describe the procedure for
    - a) transferring medication from one setting to another
    - b) obtaining medication in an emergency situation
    - c) obtaining medication for use 'when required'
    - d) renewal of prescription

**Know the requirements for storing medication**

- 1 Explain the requirements and procedures for medication storage, including controlled drugs, those ready for self-administration within the following settings
  - a) clinical
  - b) residential care
  - c) day service
  - d) domiciliary care
  - e) non-care

**Understand the requirements for the safe disposal of medication**

- 1 Identify a range of different reasons why drugs may need to be disposed of
- 2 Describe the procedures that should be followed with medication and equipment to ensure safe and secure disposal in the following settings
  - a) nursing care settings
  - b) care settings
  - c) domiciliary care settings
  - d) controlled drugs
- 3 Explain why it is important to dispose of medication correctly

**Unit: Y/617/6484 : Understand legislation and guidelines related to medication administration**

**Understand legislation and guidelines related to medication**

**Actions - The candidate must**

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|---|--|
| 1 | Describe the role of the following bodies with regard to medication administration<br>a) National Institute for Health and Care Excellence<br>b) Royal Pharmaceutical Society of Great Britain   |
| 2 | Identify a range of approved national sources of information about medication that can be used as reference  |
| 3 | Outline the key points of legislation and organisational guidelines relating to confidentiality and medication administration in relation to<br>a) who records what, where and when<br>b) who has access to records<br>c) individual rights<br>d) maintaining confidentiality<br>e) keeping information secure |
| 4 | Explain the consequences to self, individuals using medication and your employer of not working in line with the legislation and regulations   |