SPECIFICATION

IAO LEVEL 2 CERTIFICATE IN UNDERSTANDING THE SAFE HANDLING OF MEDICINES

QUALIFICATION NUMBER: 603/6423/3

Innovate Awarding is an Ofqual regulated awarding organisation with an innovative and dynamic approach. We develop off-the-shelf, customised and fully bespoke qualifications across a growing number of sectors – all on the Regulated Qualifications Framework (RQF).

Our portfolio is always growing and we currently have qualifications in the following sectors:

Active Leisure	**Health and Social Care**
Business and Management	**Hospitality and Catering**
Childcare	**IT**
Employability	**Logistics**
Retail	**Education and Training**

We currently offer over 120 qualifications and we're continuously developing and diversifying our portfolio. Please visit our website regularly to keep up-to-date www.innovateawarding.org

This document will be updated if there are any changes so it is important to make sure you are working from the most up-to-date version, which is available to download from our website.

This specification also provides details on administration, quality assurance policies and the requirements as well as responsibilities that are associated with the delivery of vocational qualifications.

Innovate Awarding is an Ofqual-regulated Awarding Organisation in England.

If you have any questions regarding qualifications in general, aspects of specific qualifications or our quality assurance policies and procedures, visit our website where a lot more information is available.

If you cannot find what you are looking for on our website, please call or email our customer support team:

Telephone: 0117 314 2800

Email: contactus@innovateawarding.org

"We work with a wide variety of organisations such as employers, training providers, FE colleges and Sector Skills Councils and develop off-the-shelf, customised and bespoke qualifications."

Qualification summary

Qualification Accreditation Number (QAN)	603/6423/3
Qualification review date	31/08/2023
Guided Learning Hours (GLH)	Minimum 110 hours
Total Qualification Time (TQT)	130 hours
RQF level	2
Qualification credit value	13 credits
Assessment requirements	Portfolio of Evidence This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by Innovate Awarding External Quality Advisors (EQAs).
Aims and objectives of the qualification	The Level 2 Certificate in Understanding the Safe Handling of Medicines aims to help learners to develop a general understanding of different types of medications and their uses, knowledge of the procedures for obtaining, storing, administering and disposing of medicines and to and to learn about the relevant legislation and audit process related to the medications and issues of responsibility and accountability
Entry guidance	There are no formal entry requirements for this qualification. This qualification is suitable for those Learners who wish to develop their understanding of the safe handling of medicines and it is expected that they will be employed in a relevant workplace. This qualification is not suitable for those aged below 17.
Progression opportunities	Learners who achieve this qualification could progress on to further training or education and go on to qualifications in a range of sectors, such as: • IAO Level 2 Diploma in Care • IAO Level 3 Diploma in Adult Care • IAO Level 2 Certificate in the Principles of Dementia Care • IAO Level 2 Certificate in Understanding Working in Mental Health • IAO Level 3 Certificate in the Principles of End of Life Care

Funding	For details on eligibility for government funding please refer to the following websites: http://www.education.gov.uk/section96 https://www.gov.uk/government/organisations/education-and-skills-funding-agency

Innovate Awarding

When you work with Innovate Awarding, you're working with an awarding organisation that sets itself apart – a dynamic company with a collaborative approach to doing business. We're consultative and innovative…everything that our customers say they want an awarding organisation to be.

We're easy to work with, committed and passionate about exceeding our customers' expectations. We're not tied down by bureaucracy and red tape and can think outside the box and respond quickly to our customers' needs.

We have a Performance Pledge that details guaranteed response times. Copies of these can be found on our website www.innovateawarding.org.

Feedback

Your feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services, products and systems. Email us at contactus@innovateawarding.org or call us on 0117 314 2800.

Complaints

If we do get things wrong, we'll make every effort to resolve your issues quickly and efficiently. If you'd like to raise a formal complaint then we recommend you read our Complaints Procedure which can be found on our website.

Fees

Our fees structure is transparent and straightforward. Our fees are published on our website in a clear format with no hidden charges. Unlike other awarding organisations, we do not charge an annual centre fee. Visit our website to compare our fees.

Enquiries and Appeals

We recognise that sometimes decisions are made that a centre (or learner) may wish to appeal. We have an Enquiries and Appeals Policy and Process on our website that sets out guidelines on grounds for appeal and the process.

Data Protection

Innovate Awarding takes the protection of data seriously; we have a data protection statement outlining how we and our centres, comply with the current legislation on data protection. This statement can be found on our website.

Equality and Diversity

Innovate Awarding is committed to giving everyone who wants to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation (Equality Act 2010) and EU directives.

Centres are required, as conditions of approval, to use an equality and diversity policy that works together with ours and that they maintain an effective complaint and appeals process. We expect centres to tell learners how to find and use their own equality and diversity and appeals processes. For information, please visit our website.

Reasonable Adjustment and Special Consideration

All learners must be treated fairly and equally and be given every opportunity to achieve our/the qualifications. A copy of our policy on Reasonable Adjustments and Special Considerations, and application form, can be found on our website.

Malpractice and Maladministration

Innovate Awarding has a responsibility to do everything it can to prevent any malpractice or maladministration from occurring, and where it has already occurred, ensuring action is taken proportionate to the gravity and scope of the occurrence.

A copy of our policy and procedure on Malpractice and Maladministration is available on our website.

Recognition of Prior Learning (RPL)

RPL recognises how the contribution of a learner's previous experience could contribute to a qualification or unit. Innovate Awarding have produced guidance on RPL and this can be found within our Information and Guidance for Centres on our website.

Please note the above is not a comprehensive guide to running IAO qualifications. Once approved centres must adhere to the Centre Agreement and Information and Guidance for Centres.

The Regulated Qualifications Framework (RQF)

What is the RQF?

The Regulated Qualifications Framework (RQF) is an Ofqual regulated system of cataloguing qualifications. Qualifications on the RQF can be found by their size or level. Qualifications at a given level can differ depending on their content and purpose.

All of Innovate Awarding's qualifications are on the RQF.

Qualification Level

The level reflects the challenge or difficulty of the qualification. There are eight levels of qualification from 1 to 8, supported by three "Entry" levels.

Qualification Size

The size of a qualification reflects the estimated total amount of time it would take the average learner to study and be assessed. The size of a qualification is expressed in terms of Total Qualification Time (TQT). The time spent being taught or supervised, rather than studying alone, is the Guided Learning Hours (GLH).

Qualifications can sit at different levels,but require similar amounts of study and assessment. Similarly, qualifications at the same level can take different amounts of time to complete.

Qualification Structure

Learners must achieve 13 credits

The Minimum Guided Learning Hours (GLH) for this qualification is 110 hours.

The Total Qualification Time (TQT) for this qualification is 130 hours.

Mandatory units

Unit ref	Unit title	Level	Credit value	GLH
H/618/3874	Understand medication and prescriptions	2	3	23
M/618/3876	Supply, storage and disposal of medication	2	3	24
T/618/3877	Understand the requirements for the safe administration of medication	2	4	39
A/618/3881	Record-keeping and audit processes for medication administration and storage	2	3	24

Title:	**H/618/3874 Understand medication and prescriptions**
Level:	**2**
Credit Value:	**3**
GLH:	**23**
TQT:	**30**
Learning Outcomes **The learner will:**	**Assessment Criteria** **The learner can:**
1. Understand the use of different types of medication	1.1 Identify the categories of medicines used 1.2 Explain what each category of medicines can be used for 1.3 Identify different types of medication 1.4 Explain the route of administration for each type of medication
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 2.2 Explain the term Over the Counter Medicine (OTC)
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: • preprescribing 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
Additional information about this unit: **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 Acts etc.) **Others**: doctors; registered nurses; pharmacist; support workers; individual; family/carers **information**: e.g. agreed ways of working **sources**: 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 (UK) and reflects UK requirements	
Unit aim(s)	This unit provides an introduction to the many types of medicine learners are likely to encounter in a work environment. It introduces some of the legislation about medicine and sources of information and guidance.

Title:	M/618/3876 Supply, storage and disposal of medication
Level:	2
Credit Value:	3
GLH:	24
Learning Outcomes **The learner will:**	**Assessment Criteria** **The learner can:**
1. Understand how medicines are supplied and obtained	1.1 Identify the purpose of a prescription 1.2 Describe the information that should be included on a prescription 1.3 List the information that has to be checked and recorded once medication has been received 1.4 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 for self-administration 2.4 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**
Additional information about this unit: **specific storage requirements**: e.g. compromised medication awaiting disposal, some antibiotics, eye drops **procedures**: e.g. local, national or organisational protocols	
Unit aim(s)	This unit provides Learners with an understanding of the requirements for safe handling, storage and disposal of medication and the roles and covers the responsibilities of staff in relation to these procedures.

Title:	**T/618/3877 Understand the requirements for the safe administration of medication**
Level:	**2**
Credit Value:	**4**
GLH:	**39**
Learning Outcomes **The learner will:**	**Assessment Criteria** **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 • the person administering the medication 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 aids and equipment available for administering medicine 2.2 List the advantages and disadvantages of the aids and equipment available for administering medicine 2.3 Give examples of special instructions that might need to be followed when giving medication 2.4 Describe how to support individuals to take medication whilst promoting privacy, dignity, hygiene, safety and active participation 2.5 Explain how to record the outcomes following administration of medication 2.6 Give examples of when it may be necessary to seek additional support and guidance and who should provide it
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 each category of medication 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
Additional information about this unit: **Staff:** registered nurses; support workers **specialised techniques:** injections, rectal administration, medication via PEG tube, inhalation, Monitored Dose Systems national **guidelines**: e.g. National Service Framework, National Minimum Standards	
Unit aim(s)	This unit will provide Learners with an understanding of the safe administration of medication. It covers process, routes and methods or administration and some of the more common side effects and adverse reactions to medication.

Title:	**A/618/3881 Record-keeping and audit processes for medication administration and storage**
Level:	**2**
Credit Value:	**3**
GLH:	**24**
Learning Outcomes **The learner will:**	**Assessment Criteria** **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
Additional information about this unit: N/A	
Unit aim(s)	This unit provides an opportunity for Learners to develop an understanding of the audit process, the records that must be maintained regarding the administration of medicines and issues of accountability, responsibility and confidentiality.