

Overview

This standard covers the administration of medication to individuals and monitoring the effects. This role is complex and will not be the role of all care staff, only those designated to undertake this activity according to their expertise and employers' decisions.

The standard applies to all medication used for and by individuals, both prescribed and non-prescribed. This includes immunisation and vaccination. This standard is intended to be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and GP surgeries.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

This standard does not cover the use and administration of intra-venous medication.

Performance criteria

You must be able to:

- P1. identify and agree the roles and responsibilities of yourself and others in administering medication to individuals
- P2. check that all medication administration records, medication information leaflets or protocols are available, up to date and legible
- P3. check and confirm the identity of the individual who is to receive the medication with the individual themselves, and relevant others (if applicable before administering medication)
- P4. check what medication the individual has already taken and the timing of that medication
- P5. establish consent and access information on administering medication to individuals
- P6. provide information, support and reassurance throughout in a manner which encourages cooperation and meets their needs and concerns
- P7. select, check and prepare the medication in accordance with the relevant documentation and organisational procedures
- P8. select the route for the administration of medication, according to the individual's plan of care and the drug to be administered, and prepare the site if necessary
- P9. safely administer the medication:
- P10. follow the medication administration instructions / charts in line with legislation and organisational policies in a way which minimises pain, discomfort and trauma to the individual
- P11. report any immediate problems with the administration
- P12. check and confirm that the individual actually takes the medication and does not pass medication to others
- P13. monitor the individual's condition throughout, recognise any adverse reactions and take the appropriate action without delay
- P14. maintain the security of medication throughout the process and return it to the correct place for storage
- P15. monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
- P16. dispose out of date and part-used medications in accordance with legal and organisational requirements
- P17. complete all relevant documentation required for administering medication to

SFHCHS3

Administer medication to individuals



individuals

Knowledge and understanding

You need to know and understand:

K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to administer medication to individuals

K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role

K3. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability

K4. the principles, practice and procedures associated with informed consent

K5. the factors which may compromise the comfort and dignity of individuals during drug administration - and how the effects can be minimised

K6. how to refer any illegible directions on medication administration records, medication information leaflets or protocols to relevant others before administering any medications

K7. types of medication and their storage requirements

K8. the effects of common medication relevant to the condition of the individual

K9. medications which demand for the measurement of specific clinical measurements and why these are vital to monitor the effects of the medication

K10. the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required

K11. the common side effects of the medication being used

K12. the different ways of administering medication

K13. the information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information

K14. the range of compliance aids to help individuals take their medication

K15. the types, purpose and function of those resources needed for the administration of medication via the different routes and the factors which affect the choice of resources

K16. how to read prescriptions/medication administration charts to identify:

- a. the medication required
- b. the dose required
- c. the route for administration
- d. the time and frequency for administration

K17. procedures to prepare the medication for administration using a non-touch technique

Administer medication to individuals

K18. procedures to check that the individual had taken their medication

K19. procedures to dispose of different medications

K20. how to complete and safely store all relevant documentation in accordance with organisational requirements following administration of medication

Administer medication to individuals

Developed by Skills for Health

Version Number 3

Date Approved 13 Feb 2026

Indicative Review Date 13 Feb 2031

Validity Current

Status Original

Originating Organisation Skills for Health

Original URN SFHCHS3

Relevant Occupations Health and Social Care, Health and Social Services Officers, Health Associate Professionals, Health Professionals, Health, Public Services and Care, Healthcare and Related Personal Services

Suite Clinical Health Skills

Keywords Administer, medication
