

Administer medication to babies and children

Overview

This standard covers the administration of medication to babies and children under 12 years of age, as well as 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, employers decisions and relevant legislation.

The standard applies to all medication used for babies and children, both prescribed and non-prescribed. Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

1. explain to the child and parents the purpose and characteristics of the medication, including:
 - 1.1 any unpleasant effects
 - 1.2 how unpleasant side effects can be managed
2. confirm parental consent for administration of medication
3. check that all records concerning the prescription and administration of medication for the baby or child are current, legible and available to refer to
4. ensure that the correct dose has been prescribed for the age, weight and condition of the baby or child
5. according to the demonstrated level of understanding, consult with the child and members of the family having parental responsibility for the baby or child and agree medication plans
6. read the medication information recorded and refer any discrepancies, illegible directions to the designated individual with accountability for administering medication
7. apply standard precautions for the control of infection and protocols for health and safety in the workplace
8. select, check and prepare the medication correctly, using the appropriate equipment and according to instructions within the medication records and medication information
9. check the baby or child's identification and confirm the identity of the baby or child receiving the medication by:
 - 9.1 asking the child, depending on age and level of understanding
 - 9.2 asking family members with parental responsibility
 - 9.3 asking the appointed advocate or translator to confirm identity with the child, parents and yourself
10. check when the medication was last administered with the child and family members with parental responsibility
11. co-operate with parents to ensure that the baby or child is held or restrained as required to ensure their safety and comfort, in line with legal, professional and policy guidelines
12. administer the medication safely in a way which minimises pain and discomfort, according to the recorded instructions, using the stated administration routes and methods, preparing the site as required
13. clearly and accurately record the administration of the medication in the baby or child's medication record, documenting any problems or issues encountered during the procedure
14. observe the baby or child for signs of adverse reactions, carrying out any physiological measurements according to the plan of care

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15. take the appropriate action in the event of adverse reactions occurring
16. return the medication to the correct place of storage, disposing of part-used medication in accordance with legal, health & safety and organisational requirements
17. return the medication records to secure storage, ensuring confidentiality is not compromised.

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Knowledge and understanding

You need to know and understand:

1. legal, organisational and policy requirements relevant to your role and the activities being carried out
2. the nature, extent and boundaries of your work role and its relationship to others in your own and other organisations
3. the roles of other practitioners working with children, young people and families and how they relate between and across agencies
4. the principle of confidentiality and the implications for your practice
5. how to recognise and respond to the signs of injury, abuse or neglect and your responsibility in relation to raising concerns with the appropriate person or agency
6. local systems, procedures and protocols for safeguarding children, young people and vulnerable adults
7. the principles of equality, diversity and anti-discriminatory practice and how they are applied
8. the duty to report any acts or omissions in care that could be detrimental to the child or young person
9. the importance of applying appropriate health and safety measures and standard precautions for infection prevention and control
10. the how to work in partnership with parents and those having parental responsibility for the baby or child and the role of effective communication in facilitating understanding
11. how to provide support and reassurance to babies and children and children through appropriate and effective verbal and non-verbal communication
12. how the comfort and dignity of babies and children and children may be compromised during the administration of medication and how to minimise this effectively
13. how immediate and ongoing support can be provided to parents and families of babies and children and children receiving medication, including preparation for discharge
14. sources of information about medication for babies and children and children, including recommended dosage, types of medication related to the baby or child's condition and their effects, including contra-indications and compatibilities, storage and administration routes
15. medicines that require specific physiological measurements prior to, during and after administration and why it is important to monitor their effects
16. the common side effects and adverse reactions to different types of medication, how to recognise these and the actions to take appropriate to your

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role

17. different administration routes for specific medication and why it is important to administer these by the specific, stated route
18. how information regarding the dosage and administration of medication is expressed in writing for both prescription and non-prescription medication, including the terminology commonly used
19. the information which needs to be provided on the label and in any additional instructions; the significance of this
20. the correct reporting and recording procedures to be followed in the event of a drug error or adverse reaction
21. how to access and use evidence-based information on any medication administered, in partnership with parents and the multi-disciplinary team
22. the types, purpose and function of materials and equipment used to administer medication via different routes
23. the factors which affect the choice of materials and equipment for the administration of medication to babies and children and children
24. the legal requirements of a prescription
25. how to read prescription/medication and administration charts and information in order to confirm:
 - 25.1 the identity of the baby or child receiving the medication
 - 25.2 the duration of the prescription and the fact that it has been prescribed in accordance with legislation and protocols
 - 25.3 the required medication, frequency and dose
 - 25.4 the route of administration
26. the importance of checking all details, including that the baby or child had been given the medication
27. how to prepare medication for administration using appropriate techniques and the range of these for different substances
28. the techniques used to administer medication to babies and children and children safely and effectively using different routes
29. how to dispose of different medications
30. the importance of keeping full and accurate records, and how to do so in line with organisational requirements

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External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):
Dimension: HWB7 Interventions and treatments

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