

Administer medication to babies

Overview

This standard covers the administration of medication to babies, as well as monitoring the effects. This is complex and will not be the responsibility 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 babies, both prescribed and non-prescribed. A caring and compassionate approach should be adopted in line with current healthcare guidance. 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. apply appropriate health and safety measures and standard precautions for infection prevention and control
2. check that all medication administration records are available, up to date and legible
3. check that the correct dose has been prescribed with regard to the weight, age and condition of the baby
4. establish concordance with those involved in the baby's care concerning medication plans
5. report any discrepancies you find to the person in control of the administration and to relevant staff or designated carer
6. read the medication administration record or medication information accurately, referring any illegible directions to the appropriate member of staff before administering any medication
7. check that the medication has not already been administered at the prescribed time
8. select, check and prepare correctly the medication according to the medication administration record and medication information
9. check and confirm the identity of the baby who is to receive the medication using the appropriate methods
10. select the route for the administration of medication, according to the baby's prescription and prepare the site if necessary
11. prepare and use drugs administration equipment safely and correctly
12. safely administer the medication following the written instructions and in line with legislation and local guidelines and policies, and in a way which minimises pain, discomfort and trauma to the baby
13. report and document any immediate problems with the administration of the medication
14. carry out the required physiological measurements to monitor the baby's condition, recognising any adverse reactions and taking the appropriate action
15. clearly and accurately enter relevant information in the correct records
16. maintain the security of medication throughout the process and return it to the correct place for storage
17. monitor and rotate stocks of medication, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff
18. dispose of out-of-date and part-used medications in accordance with legal and organisational requirements
19. produce records and reports that are clear, comprehensive, and accurate,

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and maintain the security and confidentiality of information

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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 the organisation
3. the roles of other health and social care practitioners and how they relate between and across agencies
4. the legal requirements and good practice guidelines on consent, and consent for children, young people and vulnerable adults
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 principle of information governance and the implications for your practice
8. the importance of applying appropriate health and safety measures and standard precautions for infection prevention and control for the administration of medication and the potential consequences of poor practice
9. the hazards and complications which may arise during the administration of medications and how you can minimise such risks
10. how to communicate effectively with individuals to meet the needs of a socio-economic, culturally diverse population
11. how to respect the diversity and values of individuals
12. the importance of offering effective verbal and non-verbal support and reassurance to babies, and appropriate ways of doing so, according to their age, understanding and needs
13. the factors which may compromise the comfort and dignity of babies during drug administration and how the effects can be minimised
14. how to support those involved in the care of the baby regarding ongoing administration of medicines in preparation for discharge
15. the importance of providing daily support to carers of babies receiving medication
16. where to obtain recommended dose and how to check this is correct
17. the common types of medication and rules for their storage
18. the effects of common medication relevant to the baby's condition
19. medications which demand the measurement of specific physiological measurements and why these are vital to monitor the effects of the medication
20. the common adverse reactions to medication, how each can be recognised and the appropriate action(s) required

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21. the common side effects of the medication being used
22. the different routes of medicine administration and why particular medications must be given by a specific route
23. the information which needs to be on the label of medication, both prescribed and non-prescribed, and the significance of the information
24. how to access information regarding contra-indications and compatibilities
25. how to access and use evidence based information on any medication administered in conjunction with the multi-disciplinary team and the choice of those involved in the care of the baby
26. the correct reporting and documenting processes in the event of a drug error
27. the types, purpose and function of materials and equipment needed for the administration of medication via the different routes
28. the factors which affect the choice of materials and equipment for the administration of medication to babies
29. how to read prescription/medication and administration charts and information in order to confirm:
 - 29.1 the identity of the baby or child receiving the medication
 - 29.2 the duration of the prescription and the fact that it has been prescribed in accordance with legislation and protocols
 - 29.3 the required medication, frequency and dose
 - 29.4 the route of administration
30. the legal requirements of a prescription
31. how to prepare the medication for administration using aseptic techniques
32. how to check that the baby has been given their medication
33. how to dispose of different medications safely
34. how to keep records in accordance with organisational policies and procedures
35. the importance of immediately reporting any issues which are outside your own sphere of competence to the relevant member of staff

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External Links

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

Dimension: HWB5 Provision of care to meet health and wellbeing needs

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