

***Administration of Medicines
Knowledge Paper Answers***

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1. Give an example of a medication error.

The wrong medicine or dose is prescribed.

2. If a medication is delivered with a damaged label what action must a care provider take?

Contact the pharmacy and return for a new label to be done. Do not use until resolved.

3. Which of the following is the most common cause of medication errors?

- a. Computer error.
- b. Human error.
- c. Uncontrollable events.

4. Complete the sentence; 'Staff who are going to administer medication must have received adequate information, training and SUPERVISION in order to carry out tasks safely.'

5. Which groups of people may be at risk if medicines are not properly controlled?

Staff, visiting children and people receiving support – the most 'at risk' group.

6. Which statement is correct?

- a. All medicines are taken to cure illnesses.
- b. Some medicines are taken to prevent illness.
- c. Items such as vitamins taken to improve wellbeing are not classed as medicines.

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7. What do the letters POM stand for in relation to the classification of medicines?

Prescription Only Medicine.

8. How would a 'topical' medicine be administered?

Applied to the skin or instilled into the eyes or ears.

9. Give an example of a type of medicine which a care worker would need specialist training to administer.

Suppositories, injections, gases and inhalers.

10. What are 'complementary therapies'?

They can be used to treat illness and promote wellbeing. They can include acupuncture, herbal remedies, homeopathy and aromatherapy.

11. What process do care providers use to decide whether people they support are able to administer their own medication?

Carry out risk assessments; can they take without supervision, are they following GP's instructions, are they leaving them lying around, do they have the capacity to make informed choices.

12. Who has ownership of prescribed medicines?

They remain the property of the name on the packet / label.

13. Give an example of a factor which should be considered when medicines are prescribed.

Age, choices, lifestyle, reactions.

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14. Why is it important to consider people's privacy when administering medication?

It helps them maintain their dignity, right's and promotes independence.
So other people can't see what medication they are on.
Keep in line with GDPR.

15. What action should you take if someone refuses to take prescribed medication?

Record all refusals on MAR sheets and look at ways of encouraging them. You must never force anyone.

16. What is a MAR chart?

Medication Administration Record.

17. How should records be completed?

Clear, legible and signed. Date and time entries. Always use black ink, do not use correction fluid, cross through sign and date.

18. What should you do if you make an error on medication records?

Cross through error's and sign and date. Report to your manager.

19. How many 'rights' should you check before administering medication?

10.

20. How do you check that you are giving medicine to the right person?

Checking label on medication.
Asking the person who is taking them their name.
Asking a colleague for help and to also check.