

COURSE CONTENT OVERVIEW

Medication Training for Care



If you work in a health and social care setting, dealing with medications can be an integral part of your job role. It is a duty that must be taken seriously, keeping an individual's right to safe and effective care in mind at all times.

This Medication Training for Care course will provide you with an understanding of how to handle, administer and manage medication safely. It delivers the essential knowledge needed to carry out your duties in line with relevant legislation and guidance. This course is designed to complement in-person practical training and assessment, and you must be deemed competent before taking on medication responsibilities.

Module 1: Introduction to Your Role and Responsibilities

This module highlights the key legislation and guidance that workers are required to adhere to when managing and administering medications, along with understanding how to work within your role and competencies.

- Training requirements
- Legislation and guidance
- Reporting concerns
- Risk areas
- Your role and responsibilities
- Additional roles and responsibilities
- Accountability
- Information sharing
- Confidentiality

Module 2: Types of Medications

This module covers the four types of medication, provides important information regarding controlled drugs and gives some useful information regarding the many different forms that medication may come in.

- The three legal classifications of medications
- Controlled drugs
- Tablets
- Capsules
- Oral liquids
- Powders and granules
- Eye drops, ear drops and nasal sprays
- Topical medications
- Inhalers
- PRN medications (taken as required)

Module 3: Administering Medication

This module covers the important information to be aware of before, during and after administering medication. It explains the importance of accurate record keeping, reporting and dealing with medication errors.

- Support and consent
- Covert administration
- Self-administration
- The 6 Rights of administration
- Routes of administration
- Understanding medication labels and dosette boxes
- Medication administration record (MAR) sheets
- Practicalities of administration
- Medication errors
- Time-sensitive medications
- Missed doses and overdose
- Contraindication
- Side-effects and adverse drug reactions
- Adverse drug reaction reporting

Module 4: Managing Medication

This module teaches best practice when managing medications. It covers ordering, transporting, storing and disposing and how to undertake these tasks in line with quality assurance.

- Ordering
- Transporting and delivery
- Quality assurance
- Storage
- Disposal including medical waste
- Infection prevention and control

Aims of the training

Upon completion of this training, you will:

- Understand legislation, policy and procedures relating to the administration of medication.
- Understand how to identify different types of medication and their uses.
- Understand medication administration, procedures and techniques.
- Know how to prepare for medication administration.
- Understand the principles of administering and monitoring medication safely.
- Know how to administer certain medicines, including patches, creams, inhalers, eye drops and liquids.
- Understand your responsibilities in line with your role and competencies.