

COURSE CONTENT OVERVIEW

# Medication Training for Care



For those working in a health and social care setting, dealing with medications can be an integral part of their daily job role. It is a duty that must be taken seriously and with the service users' right to safe and effective care in mind.

This Medication Training for Care course provides an understanding of all areas of medication management and administration for those workers who have such responsibilities. It provides information on the correct ways to carry out their tasks, highlights some of the challenges they may face and how to respond when errors occur.

#### **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 4 types of medication
- Controlled drugs
- Tablets
- Capsules
- Oral liquids
- Eye drops, ear drops and nasal sprays
- Topical medications
- Inhalers
- Powders
- Emergency medication

#### **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.
- Be able to identify different types of medication and their uses.
- Understand medication administration, procedures and techniques.
- Know how to prepare for medication administration.
- Be able to administer and monitor 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.