



# COURSE OUTLINE

COURSE TITLE: Handling and administration of medication  
LEVEL: 3

COURSE

DURATION: Half day

## Introduction

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Care workers who are responsible for the looking after and the giving of medicines to other people, must follow policies and procedures and good practice to ensure safety. This course provides professional guidance, theory and practice for those handling and administering medicines

## Benefits of Attending

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Today's medicines are powerful compounds that control disease, ease discomfort and prolong life for millions of people and are generally beneficial. Unfortunately no medicine is without side effects and some are worse than others. Side effects are not the only potential problem with medicines; sometimes people take medicines when they do not need them or use them in the wrong way or even take someone else's medicines. Usually these things happen by accident or because of misunderstandings. Often the consequences are mild but sometimes they can be severe or even life-threatening

## Programme Highlights

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- The law, regulations, National Minimum standards, policies and procedures
- Promoting independence, duty of care, respect and care planning
- Principles and practice of safe administration and appropriate handling of medicines
- Prescription labelling, Controlled Drugs, prescribed and non prescribed drugs
- Record Keeping, storage and disposal of medicines
- A summary of types of medication and their usage. Allergies, reactions and side effects
- Self Administration of medicine
- Staff training, supervision, management checks and quality audits

## Who Should Attend

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All new staff. All staff requiring refresher training.

## Special Notes

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## Handling and administration of medication

### Learning Outcomes

- To give learners a clear understanding of the law, policy and guidance around the handling and administration of medication
- To give learners clear practical advice around being able to handle and administer medicines in a safe, professional and respectful manner in a children's home

### Introductions (15 mins)

#### Session 1 (1 hour 15 mins) Handling and administration of medication

- The Law.
- Policies and procedures. guidance
- Introduction to medicines and prescriptions
- Medicine supply, storage and disposal

### Coffee. (15 mins)

#### Session 2. (1 hour) Handling and administration of medications

- Safe administration
- Self administration
- Responsibility and accountability
- Confidentiality
- Quality control and record keeping

### Any Questions (15 mins)

Close