

Medication Awareness and Administration

A one day course

Health and Social Care practitioners involved in the administration of medication become fully accountable for their actions. So what **does** the law say? What do we mean when we talk about a Duty of Care? What do practitioners need to know not just about the legislative framework concerning medication but about the varieties of medications that they administer, the process of administration, possible effects, side effects and the potential interactions? Is it ever lawful to disguise or crush tablets? The terminology as well as the processes involved are often confusing!

This course provides practitioners with an understanding of the nature of medication as well as the legal considerations surrounding it as well as practical and proven steps concerning the administration of it and an understanding of often difficult terminology

Who is it for? This course can be tailored to the needs of the particular professional group and is generally delivered in the care environment with particular emphasis on front-line workers.

Timetable (may be subject to amendment)

- Session 1** Medication – an introduction
Concerns, problems and definitions
Responsibilities of Employer and Employee

- Session 2** The legislative framework
The role of professional bodies
Classification of medicines
Consent and Capacity

- Session 3** Supply and Storage of Medication
Jargon busting – Indication, Dose, Cautions, Side-Effects, Contra-Indications
And interactions
Use of the British National Formulary

- Session 4** Administration matters – who can do this?
Essential checklists – the 5 R's!
Processes, Routes and Frequencies
Legal considerations including the disguising and crushing of medication
Medication errors and their management

Learning Outcomes

On completion of this course, participants will be able to:

- Understand the nature of medications and the respect they deserve
- Understand the legal framework concerning medication
- Understand the terminology and jargon surrounding medication
- Understand the principles and procedures concerning administration of medication
- Understand their responsibilities and what to do in the event of an error occurring

Training Techniques

Didactic teaching, group exercises/case studies, Q & A and discussion

Delegate requirements

Enthusiasm and a willingness to learn and share!