

## Safe Administration of Medication Level 2 (Online Delivery)

<b>Designed for</b>	All those social care staff who are responsible for the ordering, administration and management of medication. This would include those who work in care home settings, home care, day services etc
<b>Course Aim</b>	To provide delegates with both the underpinning knowledge and an accredited qualification to be able to manage and administer medication safely to people they support.
<b>Course outline</b>	<p>This course will cover :</p> <ul style="list-style-type: none"> <li>• Literacy and numeracy assessment (and support if required)</li> <li>• Legislation, regulations and national guidance</li> <li>• Policy and Procedures</li> <li>• Roles, responsibilities and boundaries</li> <li>• Risk Assessment</li> <li>• Promoting independence</li> <li>• Medication Administration records (MAR)</li> <li>• Storage of medication</li> <li>• Disposal of medication</li> <li>• Types of medicine and routes</li> <li>• Safe Practice in administration of medicines</li> <li>• Preparation of medicines</li> <li>• Medication errors and how to avoid them</li> <li>• Audit and stock control</li> </ul> <p>This course will include a multiple choice examination (pass mark is 23/20). This will be emailed to delegates after the course has ended and must be submitted to the trainer within 24 hours of the course ending to gain a certificate.</p> <p>Delegates will receive a certificate from Highfield Awarding Body of Compliance for the Level 2 Award in the Principles of Safe Administration of Medication. This has no expiry date but it is recommended that delegates undertake refresher training at least once every 2 years to keep up with current practice.</p>
<b>Language</b>	English
<b>Cost for external participants</b>	Free
<b>Course Leader</b>	<p>Tim Dallinger, Social Care Consultants Ltd</p> <p>Tim is an experienced social care trainer who delivers training in well over 100 subjects. Tim delivers training for most local authorities in Wales and has worked with Pembrokeshire County Council for many years. Tim is also a care provider in Wales and has 34 years experience in the care sector.</p>
<b>Delivery method</b>	Online Virtual Classroom – Joining instructions will be provided with confirmation of your place. The delivery platform will be Zoom. You may need to download the Zoom app (instructions provided) and set up an account (free). You can access the training on any device although a laptop or tablet is recommended. <b>You will need a device with a microphone and speakers (headphones work well).</b> The training will

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	<p>consist of a facilitated presentation with group exercises. The course is designed to be interactive.</p>
	<p>9.30 a.m. until 3.00 pm – taught session (with morning break at 11.00 till 11.15 and lunchtime break from 12.30 till 3.15)</p> <p>Note: Learners must be logged in prior to the course start time. Access instructions will be sent to Learners via email at 9.00am of the day of the course.</p> <p>Plus additional time for learners to complete the multiple choice assessment and return to trainer for marking. This will take approximately 20-30 minutes.</p>
	<p>To be arranged</p>