

Medication Management

PLEASE NOTE: Additional programme course dates to be confirmed. Please request a place onto a waiting list if the date has passed.

Section Contents

Course or Information	Page
Medication Management for Domiciliary and Adult Placement Health and Social Care Workers	2
Medication Management in a Care Home	4
Medication Management for Care Workers Refresher	6

Medication Management for Domiciliary and Adult Placement Health and Social Care Workers

Duration: Full Day

Times: 9.30am – 4.30 pm

Date: 27 May 2014 or
19 January 2015

Venue: North Huyton PCRC, Woolfall Heath Avenue, Huyton, L36 3TN

Dates: 23 September 2014 or
17 March 2015

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Target Audience

This course is relevant for all staff who support individuals with personal and health care and who may be expected to administer medicines to service users in their own homes.

Learning outcomes

All staff should be able to -

- Examine the legislation and guidance nationally and locally that controls prescribing, dispensing, administration, storage and disposal and legal classifications of medicines
- Examine the process by which medicines are prescribed, dispensed and obtained by the individual and the worker's role in this process
- Explore the roles and boundaries of all workers with regard to the safe handling of medicines in various care contexts and when to seek advice.
- Demonstrate how to check that the medicine received matches the medication and dosage prescribed by the prescriber and is listed on the appropriate documentation
- Know how to seek guidance and support about the medicine and dosage for any particular individual, e.g. prescriber, pharmacist, manager, nurse, or from supportive reference material

- Examine the need for confidentiality and consent, when and to whom information about a individual's medication may be disclosed or discussed, e.g. doctor, pharmacist, other care professionals, relatives/solicitor with enduring power of attorney
- List the different routes by which medicines are administered and by whom
- Demonstrate how to note and report any changes to an individual following administration of medicine. These may or may not be side effects and adverse reactions to common medicines. Looking at common side effects, interactions and contraindications
- Demonstrate how to reduce risk with medicines and ensure that the correct dose, of the correct medication, is given to the correct person at the correct time by the correct route or method
- Demonstrate how to correctly record all medication tasks
- List the requirements for careful and planned audits of medicine stock and its storage in accordance with the manufacturer's instructions and organisational policies
- List the need for the prompt and safe disposal of unwanted or out-of-date medicines.

Prerequisites

It is a pre requisite of the course that learners should read their relevant Knowsley medication policies prior to the course.

SOP MP 14.2

Title: Safe Handling of Medicines by a Care Worker in A Service User's Own Home (Adult) and Day Care

Refresher period

Refresher period should be on induction and half day refresher every two years.

Medication Management in a Care Home

Duration: Full Day

Times: 9.30am – 4.30 pm

Dates: 9 December 2014

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Date: 17 June 2014 or

21 October 2014

4 February 2015

Venue: North Huyton PCRC, Woolfall Heath Avenue, Huyton, L36 3TN

Target Audience

Mandatory training for all staff working within a care home, or supported tenancy that administers and manage all aspects of medication handling.

Learning outcomes

- Examine the legislation and guidance both nationally and locally that controls prescribing, dispensing, administration, storage, disposal and safe handling of medicines
- Examine the process by which medicines are prescribed, dispensed and obtained by the individual and the worker's role in this process
- Explore the roles and boundaries of all workers with regard to the safe handling of medicines in various care contexts
- Demonstrate how to check that the medicine received matches the medication and dosage prescribed by the prescriber and is listed on the appropriate documentation
- Know how to seek guidance and support about the medicine and dosage for any particular individual, e.g. prescriber, pharmacist, manager, nurse, or from supportive reference material
- Examine the need for confidentiality and consent, when and to whom information about a individual's medication may be disclosed or discussed, e.g. doctor, pharmacist, other care professionals, relatives/solicitor with enduring power of attorney
- List the different routes by which medicines are administered and by whom

- Demonstrate how to note and report any changes to an individual following administration of medicine. These may or may not be side effects, interactions or adverse reactions to common medicines including prescribed, over the counter or complimentary medicines (herbal)
- Demonstrate how to reduce risk and ensure that the correct dose, of the correct medication, is given to the correct person at the correct time by the correct route or method
- List the requirements for careful and planned audits of medicine stock and its storage in accordance with the manufacturer's instructions and organisational policies including the effective recording of all tasks
- Explain the importance of ensuring the prompt and safe disposal of unwanted or out-of-date medicines

Prerequisites

It is a pre requisite of the course that Wellbeing staff should read SOP MP 14.2 the Knowsley medication policy for adults prior to the course. These can be accessed via Council intranet or through telephoning the Medicines Management Team on 0151 244 3364

Colleagues who attend from Private Voluntary & Independent care home sector should read their own organisations policy prior to the course.

Refresher period

Refresher period should be on induction and half day refresher every two years.

Medication Management for Care Workers Refresher

Duration: 3hrs.

Dates: 11 June 2014 – 1.30pm – 4.30pm or
16 October 2014 - 9.30am – 12.30pm or
4 March 2015 - 9.30am – 12.30pm

Venue: 1st Floor, The Halewood Centre, Roseheath Drive, Halewood, L26 9UH

Date: 29 January 2015 – 9.30pm – 12.30pm

Venue: North Huyton PCRC, Woolfall Heath Avenue, Huyton, L36 3TN

Target Audience

As a refresher for all Care Workers that have previously attended the full day course relating to their place of work.

Learning Outcomes

- Refresh and consolidate delegates prior learning and experience regarding medicines management
- Have the opportunity to explore additional knowledge and skills that could assist them in their support of individuals medication management
- Gain knowledge of updates in best practice, national guidelines or local policy

Pre requisite

It is a pre requisite of the course that learners have attended the one day mandatory Medication Management Training for Care Workers before attending this course. Staff should also read their relevant Knowsley medication policies prior to the course. These can be accessed via the Council intranet or through the Medicines Management Team on 0151 244 3364. SOP MP 14. 2 for domiciliary care

Colleagues who attend from Private Voluntary & Independent care home sector should read their own organisations policy prior to the course.