



**Global Training Centre**  
**101, Lockhurst Lane, Coventry, CV6 5SF**

Course Name	<b>Level 2 in Principles of Medication Administration</b>
Qualification achieved	ICQ Level 2 Certificate in Principles of Medication Administration (RQF) 603/4699/1

<b>Course Structure</b>
<p>This course is completed by:</p> <ul style="list-style-type: none"><li>• Individual research at home guided by your assessor</li><li>• Telephone assessment appointments to discuss your evidence and/or submitting written evidence to your assessor</li></ul> <p>There is no observation of practice at your place of employment required to complete this course. There are no exams required to achieve the qualification</p>
<b>Course Duration</b>
<p>This course can be completed in as little as 8-16 weeks. Average learning time is 160 hours. This course has a limit of 6 months to complete from enrolment date.</p>
<b>Costs</b>
<p>This course is fully funded, but there is a registration enrolment fee of £25, usually paid by your employer.</p>
<b>Who can enrol for this course?</b>
<p>Anyone who is employed in the health care sector. Anyone who works in health care sector but not necessarily working directly with individuals to administer medication but support with the safe administration of medication.</p>
<b>Who is this course suitable for?</b>
<p>This course is designed for</p> <ul style="list-style-type: none"><li>• Health care workers</li><li>• Care workers</li><li>• Individuals wishing to move into a career working within support and care</li><li>• Individuals who work a care setting who may come into contact with individuals who require medication</li><li>• Domiciliary care workers</li><li>• Support workers</li></ul>
<b>Certification</b>
<p>Upon successful completion of this course you will be issued with a free online copy of your certificate. Candidates wishing to have a hard copy certificate will be charged £75 less the cost of your initial registration enrolment fee</p>

#### What will I learn by taking this course

This course has 6 mandatory units covering

- Understand different types of medication
- Understand legislation and guidelines related to medication administration
- Understand the roles and rights of individuals/services involved in the medication administration
- Understand the way medication is supplied, stored and disposed
- Understand the required record keeping and audit process for medication administration
- Understand how to administer medication safely

#### The benefits of taking this course

- Understand how medicines are classified
- Understand the use of different types of medication
- Know the different routes of medication and how these are provided
- Understand how the effects of medication are monitored
- Understand legislation and guidelines related to medication
- Understand own role in relation to accountability and responsibility
- Understand the roles of self and others in the medication administration process
- Understand how to support individuals to administer their own medication
- Know how to gain consent from an individual prior to medication administration
- Know how to access information about medication
- Understand how medicines are supplied and obtained
- Know the requirements for storing medication
- Understand the requirements for the safe disposal of medication
- Understand the requirements for record keeping and the reason for this
- Understand the audit process in relation to medication transactions and stock levels
- Understand the importance of safeguarding individuals in relation to medication use
- Understand the rights of individuals when medication is administered
- Understand the preparations to be taken prior to administering medication
- Understand how medication is administered safely and in a way that meets individual needs
- Understand how the effects of medication are monitored
- Know the process for administering controlled drugs
- Understand the procedures to follow when there are problems with the administration of medication
- Know how and when medication reviews should take place