

Virtual Training for HCA available from Home or Work for UNIT 29 Administering Medication to an individual



Grwp
**Llandrillo
Menai**

Is this course right for you?
Are you NVQ / QCF level 2
qualified or above?

Do you administer any of the
following medication?

- Eye:-drops or creams
- Ear drops
- Nasal drops
- Inhalations using: - Inhalers or nebulisers
- Enemas and suppositories for constipation
- Creams and lotions
- Oral medication: Tablets, capsules, liquids
- Enoxaparin Sodium
- Transdermal patches

What will I be learning?

The following subjects relating to the
safe administering of medication:

- Your Role
- Policies, procedures and laws
- Classification of medication
- Types of Medication and how it can affect the body
- Second checking
- Dispensing medication
- Safe administration on medicines of:
Oral tablets & liquids
Eardrops /Eye drops & creams /Nasal drops & sprays
Inhalers
Creams & lotions
Transdermal patches
- Record keeping
- Ordering / receiving / storing & disposal

What equipment and software
are needed to complete the
course?

Laptop / computer / iPad /
android tablet

Plus access to:

- Internet
 - Speaker and microphone
 - Active personal email address - if not please set one up before application
 - MS Teams (if accessing through work)
- If you're working from Home:
Access to Google docs,
hangouts, google email &
presentation and meeting and

Next available Training Dates:

12th January 2021 or 09th March 2021

1 day Course: 9:00am-4:00pm

To **book your place** please email Grwp Llandrillo: **Emily Jakeman** - jakema1e@gllm.ac.uk

Once you book your place by email and this is confirmed, you will then be contacted a few days prior to the training date with full joining instructions which will explain everything you need to do in preparation for the course.