



# Medication Training – 2018

## Medication administration courses for home care workers

(domiciliary care, supported living, reablement,  
housing with care, day services)

- Initial Medication (Home Care) Training
- Refresher Medication (Home Care) Training



Course details, information, and booking form

## How to book

Please copy the booking form at the back of this leaflet, and email this to [teresa.bunton@norfolk.gov.uk](mailto:teresa.bunton@norfolk.gov.uk) or post to: Medicines Support Service, County Hall, Floor 4, Martineau Lane, Norwich, NR1 2SQ. Telephone number for queries is 01603 217633.

You will then receive confirmation of your place along with joining instructions.

## Course costs

Courses are competitively priced to ensure we can maintain quality training provision. You will be invoiced for your booked places prior to the course. Costs for Norfolk County Council staff are centrally funded.

## Transferring/changing a booking

Your place on the course has been secured once confirmation has been received. In the event of no longer being able to attend, the place may be transferred to another person at no additional cost. You may do this until the commencement of the course. Please notify us as above to change booked places.

## Cancellation and Refunds

Full refund will be available in the event of NMSS cancelling the course due to unforeseen circumstances at any time.

No refunds are given for:-

- Failure to attend a booked event (people may be substituted as above)

In the event of charges not being paid for course places not attended, we reserve the right to decline any further bookings.

This is to ensure that we run with full courses, otherwise this affects delivery and capacity.

## Initial Medication Training (full day)

### Who can attend?

This course is aimed at care and support workers who will need to handle and administer medication as part of their role. Workers should be working in a home care setting. Initial Medication Training is suitable if you have never done NMSS training before, or want a full days' knowledge and content.

### Course content:

#### Medication Policy and Safety

- Medication regulations
- Norfolk Medication policy for home care
- Religious and ethical beliefs & medication

#### Administration of medication

- Levels of administration and support
- Errors and near-misses
- Administration Techniques

#### Handling of Medicines

- Routes and forms of medication
- Ordering, storage and disposal of medication
- Crushing and covert administration
- High risk medicines

#### MAR Charts

- Understand the reasons for using a MAR chart
- Complete a MAR chart accurately
- Who to refer to when there is a problem

### Duration

Please arrive at the venue at 9.15am, for a 9.30am start. The course finishes at 4.30pm.

### Cost

£35 per person

## Refresher Medication Training (half day)

### Who can attend?

This course is aimed at care and support workers who have already undertaken NMSS training and need a refresher on core knowledge and skills in order to remain compliant with the Medication Policy for home care. Workers should be working in a home care setting.

Refresher training should be undertaken at least every three years (two years for NCC workers).

### Course content:

Attending this course will give you a refreshed knowledge on:

- Medication policy and legislation
- Handling of medication
- Administering medicines
- Medication errors and problems
- MAR charts, including a competency check
- Updates on changes to procedures

### Duration

Please arrive at the venue at 8.45am, for a 9.00am start. The course finishes at 1.00pm.

### Cost

£25 per person

Complete and send to [teresa.bunton@norfolk.gov.uk](mailto:teresa.bunton@norfolk.gov.uk)

I would like to book the following spaces on medication training <i>(please ensure booker checks worker suitability for initial/refresher):</i>	
Date of training	
Venue	
Agency Name	
Manager Name	
Email contact	
Name(s) of care workers	
I agree to the stated booking charge. Please send invoice to:	
Invoice address	
Invoice reference	
<b>I understand that this is non-refundable, but I may substitute attendees if necessary. I will be invoiced before the training date.</b>	
Please advise if any worker(s) has a specific learning need:	
Address for certificates to be sent if different from invoice address	
<b>Signed</b>	<b>Date</b>

NMSS, County Hall Floor 4, Martineau Lane, Norwich, NR1 2SQ