

COURSE TITLE:
MEDICATION ADMINISTRATION & MANAGEMENT

MODULE	MODULE NAME	OBJECTIVE
1	Introduction to Administering Medication	To introduce the meaning of medication administration and management, explain the different methods of giving medication, and highlight the importance of safe, accurate, and monitored administration in care settings.
2	Legal & Regulatory Frameworks	To explain the key laws and regulations and their importance in guiding safe and lawful handling of medicines.
3	Groups of Medicines	To explain the main groups of medicines, their general purposes, and how understanding them supports safer administration, effective monitoring, and informed care.
4	Standard Operating Procedures (SOPs) for Safe Handling of Medicine	To explain the standard procedures for receiving, storing, preparing, administering, recording, & disposing of medicines safely and consistently in line with professional standards.
5	The Five Rights of Medication	To explain the Five Rights of Medication Administration (right person, right medication, right dose, right route, and right time) and show how they prevent errors and ensure safe practice.
6	PPE When Handling Hazardous Drugs	To explain what hazardous drugs are, why they are dangerous, and the role of PPE such as gloves, gowns, masks, and eye protection in ensuring safe handling.