



<p>DURATION</p> <p>4 Hours</p>	<p>GROUP SIZE</p> <p>Up to 12 Learners</p>	<p>LEVEL</p> <p>Awareness / Foundation</p>
<p>LEGISLATION</p> <p>Medicines Act 1968 Mental Capa...</p>	<p>RESOURCES</p> <p>Handout, Quiz, Slides</p>	<p>ASSESSMENT</p> <p>Knowledge Check Quiz</p>

LEARNING OBJECTIVES

- Understand the legal framework for medication administration
- Apply the 7 Rights of medication administration
- Recognise common medications and their effects
- Identify and report medication errors and near misses
- Understand consent and the Mental Capacity Act in relation to medication

SESSION PLAN

0:00–0:15	Welcome	<p>Welcome & Introductions</p> <p>Trainer intro, housekeeping, fire exits, learning outcomes for Medication Administration</p>
0:15–0:30	Icebreaker	<p>Warm-Up Activity</p> <p>Icebreaker to engage learners and introduce the topic of Medication Administration</p>
0:30–1:00	Theory	<p>Key Legislation & Background</p> <p>Medicines Act 1968 Mental Capacity Act 2005 NMC Standards — why it matters, employer duties, employee responsibilities</p>
1:00–1:30	Theory	<p>Core Knowledge — Part 1</p> <p>Key facts, statistics, risk factors, and underpinning knowledge for Medication Administration</p>
1:30–1:45	Break	<p>Morning Break</p> <p>15-minute comfort break — trainer to prepare practical equipment</p>
1:45–2:15	Theory	<p>Core Knowledge — Part 2</p> <p>Deeper dive into Medication Administration — common hazards, control measures, best practice</p>
2:15–2:50	Practical	<p>Demonstration & Supervised Practice</p> <p>Trainer demonstrates key techniques; learners practise in pairs with trainer feedback</p>
2:50–3:00	Break	<p>Short Break</p> <p>10-minute break — distribute quiz papers</p>
3:00–3:20	Assessment	<p>Knowledge Check Quiz</p> <p>Learners complete the quiz individually; trainer collects and marks</p>
3:20–3:40	Activity	<p>Group Scenario Exercise</p> <p>Teams work through a realistic scenario applying Medication Administration knowledge</p>
3:40–3:55	Review	<p>Quiz Review & Q&A</p> <p>Go through quiz answers; address any misconceptions; open Q&A session</p>
3:55–4:00	Close	<p>Summary & Close</p> <p>Recap key learning points, issue certificates, signpost further resources</p>