



# COVID-19 Medicines Administration training



GIG  
CYMRU  
NHS  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## What's included in the training?

Key policies and  
procedures

Principles of medicine  
administration

Process of administering  
medicines

Documentation



## **OVERVIEW**

HEIW have worked with colleagues throughout Wales, to create a training programme to support Health and Social Care workers to safely administer oral and topical medicines, from original packaging, during the COVID-19 pandemic.

## **WHY HAS IT BEEN DEVELOPED?**

Many care workers have not been involved in medicine administration from original containers, only from multidose systems e.g. blister packs. However, during the COVID 19 pandemic, community pharmacies, in many instances, are stopping issuing medication in multi-dosage system, due to the current increased volume of work.

Due to current circumstances of lockdown and social distancing the usual face-to-face medication training is not possible, so an alternative method of training was urgently needed.

## **BENEFITS OF TRAINING:**

This new method of training will allow the health and social care system to adapt quickly to the new challenges as a result of covid-19 pandemic, whilst still ensuring the workforce can continue to support individuals with their medicines. The training programme will also ensure appropriate training and support is available to make care safe, high quality and consistent.

## **DESIGNED FOR:**

The training programme has been developed for any-one who is supporting individuals with medicines within an NHS or local authority settings, as well as any informal carers.

## **HOW CAN I ACCESS THE TRAINING:**

To access these resources, you must register an account on the HEIW Pharmacy website (as detailed on next page). **Please note there will be a short delay after registering, whilst you are approved to use the site, so PLAN AHEAD and register before you wish to complete the eLearning.**

## PROCESS FOR REGISTRATION



- 1) Access the HEIW Pharmacy website <https://www.wcppe.org.uk/>
- 2) To register click the registration tab shown below



- 3) Once you have clicked the registration tab, complete the registration process as detailed below:
  - Fill in your name, email address, address and select a password
  - When completing the bottom part of the registration, please select the following options

Professional Registration Number Type \*

NIA

Professional Registration Number

LEAVE BLANK

Role \*

COVID - SOCIAL CARE

Or specify a different role:

Which Health Board area do you mainly work within? \*

Cwm Taf Health Board

To review our privacy policy, please visit <https://www.wcppe.org.uk/privacy-policy>

- 4) Click the register button and you will receive a confirmation message as shown below

Thank you for registering at HEIW. Your application for an account is currently pending approval. Approval can take up to 4 hours during normal office hours. Once it has been approved, you will receive an e-mail on how to log in and other details.

- 5) Once your registration has been approved, you will receive an email with a link to the resources you need to access. Follow the instructions on this link to access the resources easily.

If you have any problems accessing the site and registering, please contact [HEIW.Pharmacy@wales.nhs.uk](mailto:HEIW.Pharmacy@wales.nhs.uk)

