

**Code:** CH0036

**Title:** **Safe Handling and Administration of Medication L2 for Children and Young People, Including Ofsted Requirements**

**Description:** To give delegates the knowledge required to administer medicines safely and efficiently to children and young people in line with policies, legislation, safe practice and Ofsted standards. It also informs participants of what types of medication are available within the legislation and standards and how to accurately complete and maintain records.

**Audience:** All staff who have responsibility for managing and administering medication to children and young people.

	<b>Date:</b>	<b>Time:</b>
<b>Course 1</b>	19 <sup>th</sup> September 2019	9.30am – 4.30pm

<b>Course 2</b>	13 <sup>th</sup> February 2020	9.30am – 4.30pm
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**Venue:** Castle Hill Centre, Castleton Street, Tonge Moor, Bolton, BL2 2JW

**Presenter:** Fiona Broughton TLC

**Objectives:** By the end of this session you will:

- Comply with your medication policy and Ofsted standards
- Be aware of legal requirements when administering medication
- Guidance for schools when handling medication
- Health at schools and Health Care Plans
- Correct procedure for the safe administration of various medications
- How to accurately complete and maintain records regards medication
- Explore roles in implementing your medication policies and procedures

**Price:** **£50.00**

**Booking Info:** To book a place please email [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk) with the following information: course title, course date, your full name and your employers name

**Cancellation:** To cancel your place, please notify the Training Shared Service Centre on 01204 337600 or email [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk)

You must cancel your place at least 2 weeks prior to the course date, otherwise the following charges will apply

2 weeks or more – No Charge                      1-2 weeks prior - £25.00

The week of the training course –Full Cost    Non-attendance – Full Cost

**IMPORTANT** -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £25.00