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 **Learning and Development**

**Title: Administration of Medication Level 2**

**Description:** This course clarifies Bolton’s “Medication Policy” and explains the key medication administration issues that care staff need in-order to meet the needs of service users.

Please note: This course involves a ‘Theory Test’ and ‘Practical Assessment’ that all course participants must successfully complete to be deemed Competent in administering medication in Health and Social Care Settings

**Audience:** This course is suitable for all frontline social care staff who are required to administer medication

***Date: Time:***

Course 1 26th April 2023 9.30-4.30 pm

Course 2 24th May 2023 9.30-4.30 pm

Course 3 28th June 2023 9.30-4.30 pm

Course 4 26th July 2023 9.30-4.30 pm

Course 5 13th September 2023 9.30-4.30 pm

Course 6 25th October 2023 9.30-4.30 pm

Course 7 29th November 2023 9.30-4.30 pm

Course 8 17 January 2024 9.30-4.30 pm

Course 9 21st February 2024 9.30-4.30 pm

Course 10 20th March 2024 9.30-4.30 pm

***You only need to attend one session***

**Venue:** Castle Hill Centre, Castleton St, Bolton BL2 2JW

**Facilitator:** Pharmacy Team

**Objectives:** By the end of this course you will be able to:

* + - * Understand and comply with Bolton Adult Social Care Services Medicines Policy and relevant CQC guidance
			* Administer medicines safely and effectively
			* Use safe procedures for handling medications
			* Use and maintain Medication Administration Records (MAR sheets)
			* Seek appropriate advice on queries concerning medications
			* Support service users who wish to self- administer

**Price Internal Staff:** No Charge **Price External Staff:** £54.00

**Booking Info:** For the Bolton Council staff, please book your place via Oracle self-service. All other delegates, please use this link to complete a [nomination form.](https://forms.office.com/r/ciMc6PLBYj) Alternatively scan the QR code below

If you have mobility issues, please inform us via Learninganddevelopment@bolton.gov.uk

**Cancellation:** To cancel your place, please notify the Learning and Development Team by email Learninganddevelopment@bolton.gov.uk

**External Staff** 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

 