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 **Learning and Development**

**Title:** **Safe Handling and Administration of medication L2 for Children, including Ofsted requirements**

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

**Description:** This course gives delegates the knowledge required to administer medicines safely and efficiently to children in line with policies, legislation, safety practice and Ofsted standards.

**Objectives:** By the end of this course you will understand how to comply with your medication policy and current Ofsted standards, which will enable you to -

* be aware of legal requirements when administering medication
* know correct procedure for the safe administration of various medication
* know how to complete health care plans
* know how to accurately complete and maintain medication records
* explore roles in implementing your medication policies and procedures

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| **Dates** | **Times** |
| 07 November 2023 | 9:30-16:30 |
| 31 January 2024 | 9:30-16:30 |

 **Courses:**

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

 **Facilitator:** Pharmacy Team

**Price:** £30.00 inc. VAT

**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 difficulties, please inform us via our learninganddevelopment@bolton.gov.uk email address.

**Cancellation:** To cancel your place, please notify the Learning and Development team on 01204 337600 or email learninganddevelopment@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

